

## DOCUMENT RESUME

ED 194 119

JC 790 650

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 TITLE A Guide to Physical Skill Requirements in Academic Programs.  
 INSTITUTION State Univ. of New York, Delhi. Agricultural and Technical Coll.  
 PUB DATE [79]  
 NOTE 117p.  
 EDRS PRICE MF01/PC05 Plus Postage.  
 DESCRIPTORS \*Accessibility (for Disabled): Agricultural Education: Assignments: Business Education: \*Class Activities: Classroom Design: \*College Programs: Community Colleges: \*Course Descriptions: Disabilities: General Education: Instructional Materials: Laboratories: Physical Activities: \*Psychomotor Skills: Teaching Methods: Two Year Colleges: Two Year College Students: Vocational Education

## ABSTRACT

As a reference guide for handicapped students at Delhi College, this handbook provides information relative to and identifies the physical skills necessary for the completion of core courses in 37 academic programs in the areas of agriculture and life sciences, engineering technologies, business and management, vocational education, and general studies. For each program, the handbook provides information about: (1) course requirements in terms of lectures, laboratory work, reading assignments, library work, papers, guest lectures, field trips, and internships; (2) the physical accessibility of the lecture and laboratory settings and the type of furniture utilized in these settings; (3) the instructional methods and materials used in lectures and laboratories and the availability of special assistance and alternative examination methods; (4) the physical demands of the course, including requirements for standing, stooping, lifting, motor coordination, tactile sensitivity, ability to take notes, and task completion speed; and (5) the extent to which the class environment duplicates actual working conditions. Technical electives and independent study courses are not included in the handbook. (JP)

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# A GUIDE TO PHYSICAL SKILL REQUIREMENTS IN ACADEMIC PROGRAMS

**STATE UNIVERSITY  
AGRICULTURAL & TECHNICAL COLLEGE  
DELHI, NEW YORK**

Prepared by  
Willard Keane &  
Mark Peel



JC 790 650

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## INTRODUCTION

During the Academic Year, 1977-1978, a campus wide committee researched the academic needs of disabled persons on campus and recommended action in compliance with Section 504 of the Rehabilitation Act, 1973. One of the documents used in the review of academic programs was entitled Vocational Education: A Manual of Program Accessibility for the Physically Disabled Two-Year College Applicant, State University of New York coordinating area No. 4, Research Project. One committee recommendation, based on its research and the above mentioned manual, called for the publication of a campus booklet which would detail the physical skills used in the academic programs. This booklet is the result of that recommendation.

## PURPOSE OF THIS BOOKLET

Everyone, disabled or not, must make personal decisions about future goals based on individual perspectives, ideals, interests and capabilities. The primary purpose of this booklet is to offer disabled, potential students a reference guide which lists academic programs conducted at Delhi College and the range of performance expectations necessary for successful completion of those programs. Our aim is to provide disabled students with the information they need to make a realistic appraisal of course selections at Delhi. No attempt to advise has been made in this publication.

As to the information contained in the brochure please understand that the specifications are not necessarily cast in stone. In fact, we will make every effort to be as flexible as possible within our academic programs to make learning opportunities possible for disabled students.

A major goal at Delhi is to bolster and support the academic pursuits of disabled persons.

Delhi's certificated and degree programs include a variety of core courses and technical and non-technical electives. The information in this booklet includes a combined profile of each program's core courses. These represent program requirements which cannot be waived and which must be successfully completed by all students to meet degree or certificate requirements.

Technical electives have not been included in the combined profile because the student has a number of choices, and it is virtually impossible to identify a typical program combination involving technical electives. The technical electives for each program are listed in the College Catalog.

The booklet includes profiles of the College's service areas for the instructional programs. These are science, math, social sciences, humanities, and physical education. Depending on individual programs, students will elect courses from these service areas. Physical education is a College requirement.

Profiles for the College's liberal arts and sciences program in humanities-social sciences and mathematics-sciences are not included. The core requirements for these programs are not stipulated in terms of specific courses but rather, credit requirements and are so flexible that there is no typical combination of courses which can be identified. Students have wide latitude in selecting courses from the major service areas to complete credit and degree requirements.

The College has, in most of its approved programs, a provision for an independent study course. Since these courses are so flexible in nature and are conducted differently by most faculty, no meaningful profile of physical and content requirements is feasible. Independent study is, in essence, an adaptable course which can be structured to meet the interests and abilities of individual students.

## HOW TO USE THIS BOOKLET

Find the program in which you are interested. Listed under the program are five major categories:

- A. Course Requirements
- B. Lecture Setting
- C. Laboratory Setting
- D. Lecture and Laboratory Instruction Methods
- E. Physical Demands of the Course (Both Lecture/Lab)

Under each of these categories there are questions with the compiled percentage response.

Example:

### Under A. COURSE REQUIREMENTS

Lectures - Question 1 "Number Per Week"? This means how many lectures are given in these core courses per week.

Response:

3 Lectures - 60%; this means that 60% of the core courses in the particular program require 3 lectures a week. The remaining ones require more or less than 3 lectures per week.

Question No. 2

"Length of each lecture"? This means how long is each lecture.

Response:

1 hour - 86%; this means that in 86% of the core courses in this program the lectures are one hour in length.

Question No. 5

"Average textbook pages per week"? This means how many textbook pages are assigned each week?

Response:

0 Pages - 43%; 10 Pages - 43%. This means that in 43% of the core courses in this program, 0 pages are assigned weekly and in another 43% of the core courses 10 pages are assigned weekly.

Example:

### Under B. LECTURE SETTING

Question No. 21

"Is the same room used consistently"? This means that the same room is assigned to the core course sections all the times.

Response:

"Yes - 57%. This means that in 57% of the core courses the room assignment is the same. In the remaining 43% of the core courses the same room is not used consistently.

The service courses are grouped and listed separately but the responses are to be interpreted the same way.

The responses in this survey reflect the typical course situations without particular reference to disabled students.

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	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>A. COURSE REQUIREMENTS</b>		
<b>Lectures</b>		
1. Number per week?	2 Lectures	43%
	3 Lectures	43%
2. Length of each lecture (hours)?	1 Hour	86%
<b>Laboratories</b>		
3. Number per week?	1 Lab	57%
4. Length of each lab (hours)?	0 Hours	29%
	2 Hours	43%
<b>Textbook and Reading Assignments</b>		
5. Average textbook pages per week?	0 Pages	43%
	10 Pages	43%
6. Average reference and/or handout pages per week?	0 Pages	29%
	20 Pages	29%
<b>Library Work</b>		
7. Is research work required?	No	100%
<b>Papers or Reports</b>		
8. How many are required?	0 Reports	71%
9. How many pages is the average paper?	5 Pages	100%
<b>Guest Lectures</b>		
10. Are guest lectures used?	No	71%
<b>Field Trips</b>		
11. Number required?	0 Trips	86%
12. Is transportation provided?	No	100%
13. Are trips crucial to success in the course?	No	100%
14. Can other activities be substituted?	Yes	57%
<b>Internships or Apprenticeships</b>		
15. Required outside college setting?	No	100%
16. Conducted during the academic year?	No	86%
17. Conducted during the summer?	No	100%
<b>B. LECTURE SETTING</b>		
<b>Room Assigned</b>		
18. Is a special room required other than a level or sloped lecture room?	No	100%
19. Are special tables or chairs required?	No	100%
20. Is space near lecturer available for a wheelchair?	Yes	100%
21. Is the same room used consistently?	Yes	57%

### C. LABORATORY SETTING

#### Room Assigned

22. Is a special room required?	No	57%
23. Is an outdoor setting involved?	No	86%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	100%
26. Is standing required at special tables?	No	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	57%
30. Is there a ramp entry?	No	86%
31. Is the special room on the first floor?	No	57%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	Yes	71%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	86%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	No	57%
38. Are materials available to students outside class?	Yes	86%

#### Examinations

39. Are exams time-limited?	Yes	86%
40. Is the time-limit extended for any students?	No	57%
41. Are alternative methods of exams provided for any students?	No	100%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	71%
44. Is an outline of course material available in advance?	Yes	71%
45. Is a glossary of technical words available before the course starts?	No	57%
46. Are key phrases written during class?	Yes	86%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	Yes	71%



No of/Ans.                      % of  
Core Courses

Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	71%
51. Is your office accessible by a wheelchair?	No	71%

E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Never	43%
	Occasionally	43%
53. Standing for long periods (1 hour +)?	Never	57%
54. Stooping or kneeling?	Never	57%
55. Lifting objects (variable weights)?	Never	57%
56. Carrying objects (variable sizes)?	Never	57%
57. Hand strength for grasping?	Never	57%
58. Dexterity, manipulating small objects?	Never	57%
59. Stretching, extending, reaching?	Never	57%
60. Motor coordination (eye-hand)?	Never	57%
61. Eye-hand-foot coordination?	Never	57%
62. Tactile sensitivity (touch)?	Never	57%
63. Response to visual stimuli?	Frequently	86%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	86%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	57%
69. Is speed an essential factor in the sequence of work?	Yes	57%
70. Do course learning conditions duplicate career work conditions?	Yes	86%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>A. COURSE REQUIREMENTS</b>		
<b>Lectures</b>		
1. Number per week?	3 Lectures	60%
2. Length of each lecture (hours)?	1 Hour	60%
<b>Laboratories</b>		
3. Number per week?	1 Lab	60%
4. Length of each lab (hours)?	0 Hours 2 Hours	30% 30%
<b>Textbook and Reading Assignments</b>		
5. Average textbook pages per week?	0 Pages 10 Pages	30% 50%
6. Average reference and/or handout pages per week?	0 Pages 10 Pages	40% 40%
<b>Library Work</b>		
7. Is research work required?	No	80%
<b>Papers or Reports</b>		
8. How many are required?	0 Reports	80%
9. How many pages is the average paper?	5 Pages 15 Pages	50% 50%
<b>Guest Lectures</b>		
10. Are guest lectures used?	Yes	70%
<b>Field Trips</b>		
11. Number required?	0 Trips 5 Trips	50% 50%
12. Is transportation provided?	No	100%
13. Are trips crucial to success in the course?	Yes No	50% 50%
14. Can other activities be substituted?	No	90%
<b>Internships or Apprenticeships</b>		
15. Required outside college setting?	No	70%
16. Conducted during the academic year?	No	60%
17. Conducted during the summer?	No	80%
<b>B. LECTURE SETTING</b>		
<b>Room Assigned</b>		
18. Is a special room required other than a level or sloped lecture room?	No	70%
19. Are special tables or chairs required?	No	90%
20. Is space near lecturer available for a wheelchair?	Yes No	50% 50%
21. Is the same room used consistently?	No	60%

### C. LABORATORY SETTING

#### Room Assigned

22. Is a special room required?	No	50%
	Yes	50%
23. Is an outdoor setting involved?	Yes	50%
	No	50%
24. Is an off-campus setting involved?	Yes	50%
	No	50%
25. Are special tables required?	No	80%
26. Is standing required at special tables?	No	70%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	60%
30. Is there a ramp entry?	No	90%
31. Is the special room on the first floor?	Yes	50%
	No	50%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	No	80%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	90%
38. Are materials available to students outside class?	No	50%
	Yes	50%

#### Examinations

39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	100%
41. Are alternative methods of exams provided for any students?	No	100%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	90%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	70%
45. Is a glossary of technical words available before the course starts?	Yes	70%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	Yes	70%

	<u>No of /Ans.</u>	<u>% of Core Courses</u>
Office Hours		
49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	70%
51. Is your office accessible by a wheelchair?	Yes No	50% 50%
E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)		
52. Sitting for long periods (1 hour.+)?	Frequently	40%
53. Standing for long periods (1 hour.+)?	Occasionally	30%
54. Stooping or kneeling?	Frequently	50%
55. Lifting objects (variable weights)?	Never	50%
56. Carrying objects (variable sizes)?	Frequently	50%
57. Hand strength for grasping?	Never	50%
58. Dexterity, manipulating small objects?	Frequently	50%
59. Stretching, extending, reaching?	Never	50%
60. Motor coordination (eye-hand)?	Frequently	50%
61. Eye-hand-foot coordination?	Never	50%
62. Tactile sensitivity (touch)?	Frequently	50%
63. Response to visual stimuli?	Never	50%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	80%
69. Is speed an essential factor in the sequence of work?	Yes	80%
70. Do course learning conditions duplicate career work conditions?	Yes	70%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

**A. COURSE REQUIREMENTS****Lectures**

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 2 Lectures | 75% |
| 2. Length of each lecture (hours)? | 1 Hour     | 75% |

**Laboratories**

- |                                |                   |            |
|--------------------------------|-------------------|------------|
| 3. Number per week?            | 1 Lab             | 100%       |
| 4. Length of each lab (hours)? | 1 Hour<br>2 Hours | 25%<br>50% |

**Textbook and Reading Assignments**

- |   |                     |            |
|---|---------------------|------------|
| 5. Average textbook pages per week?                 | 20 Pages            | 75%        |
| 6. Average reference and/or handout pages per week? | 10 Pages<br>0 Pages | 50%<br>25% |

**Library Work**

- |                               |           |            |
|-------------------------------|-----------|------------|
| 7. Is research work required? | Yes<br>No | 50%<br>50% |
|-------------------------------|-----------|------------|

**Papers or Reports**

- |   |                          |                        |                      |
|---|--------------------------|------------------------|----------------------|
| 8. How many are required?               | 0 Reports,<br>4 Reports, | 2 Reports<br>5 Reports | 25%, 25%<br>25%, 25% |
| 9. How many pages is the average paper? |                          | 5 Pages                | 66%                  |

**Guest Lectures**

- |                              |           |            |
|------------------------------|-----------|------------|
| 10. Are guest lectures used? | No<br>Yes | 50%<br>50% |
|------------------------------|-----------|------------|

**Field Trips**

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 75%  |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 75%  |
| 14. Can other activities be substituted?        | No      | 75%  |

**Internships or Apprenticeships**

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

**B. LECTURE SETTING****Room Assigned**

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 75%  |
| 21. Is the same room used consistently?                                   | No  | 75%  |

### C. LABORATORY SETTING

#### Room Assigned

22. Is a special room required?	No	50%
	Yes	50%
23. Is an outdoor setting involved?	Yes	50%
	No	50%
24. Is an off-campus setting involved?	No	75%
25. Are special tables required?	No	50%
	Yes	50%
26. Is standing required at special tables?	Yes	50%
	No	50%
27. Is stool seating used at special tables?	No	75%
28. Is chair seating used at special tables?	No	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	Yes	50%
	No	50%
30. Is there a ramp entry?	No	75%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	75%
33. Is the same room used consistently?	Yes	75%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	75%
36. Records or tapes?	Yes	75%
37. Pictures, charts, diagrams?	Yes	50%
	No	50%
38. Are materials available to students outside class?	Yes	50%
	No	50%

#### Examinations

39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	75%
41. Are alternative methods of exams provided for any students?	No	100%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	75%
45. Is a glossary of technical words available before the course starts?	Yes	75%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	Yes	75%

# General Agriculture

	<u>No of /Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	50%
	No	50%
51. Is your office accessible by a wheelchair?	No	75%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	50%
	Occasionally	50%
53. Standing for long periods (1 hour +)?	Frequently	75%
54. Stooping or kneeling?	Never	75%
55. Lifting objects (variable weights)?	Frequently	75%
56. Carrying objects (variable sizes)?	Frequently	75%
57. Hand strength for grasping?	Frequently	75%
58. Dexterity, manipulating small objects?	Frequently	75%
59. Stretching, extending, reaching?	Frequently	75%
60. Motor coordination (eye-hand)?	Frequently	75%
61. Eye-hand-foot coordination?	Frequently	50%
	Occasionally	25%
62. Tactile sensitivity (touch)?	Frequently	75%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	75%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	75%
69. Is speed an essential factor in the sequence of work?	Yes	50%
	No	50%
70. Do course learning conditions duplicate career work conditions?	Yes	75%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

**A. COURSE REQUIREMENTS****Lectures**

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 2 Lectures | 90%  |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

**Laboratories**

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 1 Lab   | 100% |
| 4. Length of each lab (hours)? | 2 Hours | 64%  |

**Textbook and Reading Assignments**

- |   |          |     |
|---|----------|-----|
| 5. Average textbook pages per week?                 | 0 Pages  | 27% |
|   | 10 Pages | 45% |
| 6. Average reference and/or handout pages per week? | 10 Pages | 64% |

**Library Work**

- |                               |     |     |
|-------------------------------|-----|-----|
| 7. Is research work required? | Yes | 55% |
|-------------------------------|-----|-----|

**Papers or Reports**

- |   |           |     |
|---|-----------|-----|
| 8. How many are required?               | 0 Reports | 27% |
|   | 1 Report  | 36% |
| 9. How many pages is the average paper? | 5 Pages   | 62% |

**Guest Lectures**

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 82% |
|------------------------------|----|-----|

**Field Trips**

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 64%  |
| 12. Is transportation provided?                 | No      | 82%  |
| 13. Are trips crucial to success in the course? | No      | 64%  |
| 14. Can other activities be substituted?        | No      | 100% |

**Internships or Apprenticeships**

- |   |    |     |
|---|----|-----|
| 15. Required outside college setting?   | No | 91% |
| 16. Conducted during the academic year? | No | 91% |
| 17. Conducted during the summer?        | No | 91% |

**B. LECTURE SETTING****Room Assigned**

- |   |     |     |
|---|-----|-----|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 91% |
| 19. Are special tables or chairs required?                                | No  | 91% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 82% |
| 21. Is the same room used consistently?                                   | Yes | 55% |



	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	82%
23. Is an outdoor setting involved?	Yes	91%
24. Is an off-campus setting involved?	Yes	82%
25. Are special tables required?	Yes	55%
26. Is standing required at special tables?	No	55%
27. Is stool seating used at special tables?	No	55%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	55%
30. Is there a ramp entry?	No	64%
31. Is the special room on the first floor?	No	73%
32. Is an elevator available if room is on upper floor?	Yes	55%
33. Is the same room used consistently?	Yes	73%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	82%
36. Records or tapes?	No	73%
37. Pictures, charts, diagrams?	Yes	91%
38. Are materials available to students outside class?	Yes	55%
Examinations		
39. Are exams time-limited?	Yes	73%
40. Is the time-limit extended for any students?	No	64%
41. Are alternative methods of exams provided for any students?	No	91%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	82%
45. Is a glossary of technical words available before the course starts?	Yes	64%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	64%
48. Are assignments made in written form?	Yes	82%

# Horticulture

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
--	-------------------	------------------------------

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	91%
51. Is your office accessible by a wheelchair?	Yes	82%

## E. PHYSICAL DEMANDS OF THE COURSE (80th Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	45%
	Occasionally	45%
53. Standing for long periods (1 hour +)?	Frequently	91%
54. Stooping or kneeling?	Frequently	45%
	Occasionally	45%
55. Lifting objects (variable weights)?	Frequently	45%
	Occasionally	45%
56. Carrying objects (variable sizes)?	Occasionally	55%
57. Hand strength for grasping?	Frequently	64%
58. Dexterity, manipulating small objects?	Occasionally	55%
59. Stretching, extending, reaching?	Occasionally	55%
60. Motor coordination (eye-hand)?	Frequently	64%
61. Eye-hand-foot coordination?	Frequently	64%
62. Tactile sensitivity (touch)?	Frequently	73%
63. Response to visual stimuli?	Frequently	82%
64. Response to audio stimuli?	Frequently	73%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	91%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	73%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	73%
70. Do course learning conditions duplicate career work conditions?	Yes	73%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 3 Lectures | 86%  |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 3 Labs  | 43% |
|                                | 1 Lab   | 29% |
| 4. Length of each lab (hours)? | 3 Hours | 86% |

## Textbook and Reading Assignments

- |   |             |     |
|---|-------------|-----|
| 5. Average textbook pages per week?                 | 20 Pages    | 43% |
|   | 30 Pages    | 43% |
| 6. Average reference and/or handout pages per week? | 10 Per Week | 86% |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 57% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |           |          |
|---|-----------|----------|
| 8. How many are required?               | 1 Report  | 29%      |
|   | 0 Reports | 29%, 43% |
| 9. How many pages is the average paper? | 5 Pages   | 80%      |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 86% |
|------------------------------|----|-----|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 86%  |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 57%  |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 71%  |
| 16. Conducted during the academic year? | No | 71%  |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | No  | 57%  |
| 21. Is the same room used consistently?                                   | Yes | 71%  |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	57%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	Yes	71%
26. Is standing required at special tables?	Yes	71%
27. Is stool seating used at special tables?	Yes	71%
28. Is chair seating used at special tables?	No	71%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	57%
30. Is there a ramp entry?	Yes	57%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	Yes	71%
33. Is the same room used consistently?	Yes	86%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	86%
36. Records or tapes?	No	71%
37. Pictures, charts, diagrams?	Yes	86%
38. Are materials available to students outside class?	Yes	57%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	71%
41. Are alternative methods of exams provided for any students?	No	86%
Miscellaneous		
42. Are aids/aides for students allowed in class?	No	71%
43. Is shared note-taking acceptable?	Yes	57%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	Yes	57%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	86%
48. Are assignments made in written form?	Yes	100%

# Medical Laboratory Technology

No of /Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	71%
51. Is your office accessible by a wheelchair?	Yes	71%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	71%
53. Standing for long periods (1 hour +)?	Frequently	29%
54. Stooping or kneeling?	Occasionally, Never	43%, 29%
	Occasionally	71%
55. Lifting objects (variable weights)?	Occasionally	86%
56. Carrying objects (variable sizes)?	Occasionally	57%
57. Hand strength for grasping?	Frequently	43%
	Occasionally	43%
58. Dexterity, manipulating small objects?	Frequently	71%
59. Stretching, extending, reaching?	Frequently	43%
	Occasionally	43%
60. Motor coordination (eye-hand)?	Frequently	71%
61. Eye-hand-foot coordination?	Frequently	43%
	Occasionally	43%
62. Tactile sensitivity (touch)?	Occasionally	43%
	Frequently	43%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	71%
65. Verbal/oral communication?	Frequently	86%
66. Ability to take notes?	Frequently	71%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	57%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	86%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 3 Lectures | 62% |
| 2. Length of each lecture (hours)? | 1 Hour     | 87% |

## Laboratories

- |                                |                    |            |
|--------------------------------|--------------------|------------|
| 3. Number per week?            | 1 Lab              | 62%        |
| 4. Length of each lab (hours)? | 0 Hours<br>3 Hours | 37%<br>37% |

## Textbook and Reading Assignments

- |   |          |     |
|---|----------|-----|
| 5. Average textbook pages per week?                 | 20 Pages | 37% |
| 6. Average reference and/or handout pages per week? | 10 Pages | 87% |

## Library Work

- |                               |     |     |
|-------------------------------|-----|-----|
| 7. Is research work required? | Yes | 62% |
|-------------------------------|-----|-----|

## Papers or Reports

- |   |           |     |
|---|-----------|-----|
| 8. How many are required?               | 0 Reports | 62% |
| 9. How many pages is the average paper? | 5 Pages   | 67% |

## Guest Lectures

- |                              |     |     |
|------------------------------|-----|-----|
| 10. Are guest lectures used? | Yes | 75% |
|------------------------------|-----|-----|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 87%  |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 75%  |
| 21. Is the same room used consistently?                                   | Yes | 87%  |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	62%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	Yes	62%
26. Is standing required at special tables?	Yes	62%
27. Is stool seating used at special tables?	Yes	50%
	No	50%
28. Is chair seating used at special tables?	No	87%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	50%
	No	50%
30. Is there a ramp entry?	Yes	50%
	No	50%
31. Is the special room on the first floor?	Yes	62%
32. Is an elevator available if room is on upper floor?	No	62%
33. Is the same room used consistently?	Yes	75%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	75%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	Yes	87%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	75%
41. Are alternative methods of exams provided for any students?	No	75%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	87%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	Yes	75%
46. Are key phrases written during class?	Yes	87%
47. Are assignments made orally?	Yes	87%
48. Are assignments made in written form?	Yes	100%

# Veterinary Science

	<u>No of /Ans.</u>	<u>% of Core Courses</u>
<b>Office Hours</b>		
49. Are your office hours posted?	Yes	62%
50. Do students receive a copy of your schedule?	Yes	62%
51. Is your office accessible by a wheelchair?	No	75%
<b>E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)</b>		
52. Sitting for long periods (1 hour +)?	Frequently Never	37% 37%
53. Standing for long periods (1 hour +)?	Frequently	62%
54. Stooping or kneeling?	Occasionally Never	50% 37%
55. Lifting objects (variable weights)?	Frequently Never	50% 37%
56. Carrying objects (variable sizes)?	Frequently Never	50% 37%
57. Hand strength for grasping?	Frequently Never	50% 37%
58. Dexterity, manipulating small objects?	Frequently	62%
59. Stretching, extending, reaching?	Frequently	37%
60. Motor coordination (eye-hand)?	Frequently	62%
61. Eye-hand-foot coordination?	Frequently Never	59% 37%
62. Tactile sensitivity (touch)?	Frequently	62%
63. Response to visual stimuli?	Frequently	75%
64. Response to audio stimuli?	Frequently	87%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	87%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	75%
70. Do course learning conditions duplicate career work conditions?	Yes	87%



	No. of/Ans.	% of Core Courses
--	-------------	----------------------

## A. COURSE REQUIREMENTS

## Lectures

1. Number per week?	1 Lecture	38%
	3 Lectures	31%
2. Length of each lecture (hours)?	1 Hour	69%

## Laboratories

3. Number per week?	1 Lab	85%
4. Length of each lab (hours)?	3 Hours	69%

## Textbook and Reading Assignments

5. Average textbook pages per week?	0 Pages	38%
	10 Pages	43%
6. Average reference and/or handout pages per week?	0 Pages	59%

## Library Work

7. Is research work required?	No	54%
-------------------------------	----	-----

## Papers or Reports

8. How many are required?	0 Reports	46%
	1 Report, 3 Reports	15%, 15%
9. How many pages is the average paper?	5 Pages	57%

## Guest Lectures

10. Are guest lectures used?	No	77%
------------------------------	----	-----

## Field Trips

11. Number required?	0 Trips	77%
12. Is transportation provided?	No	92%
13. Are trips crucial to success in the course?	No	100%
14. Can other activities be substituted?	No	92%

## Internships or Apprenticeships

15. Required outside college setting?	No	100%
16. Conducted during the academic year?	No	100%
17. Conducted during the summer?	No	100%

## B. LECTURE SETTING

## Room Assigned

18. Is a special room required other than a level or sloped lecture room?	No	92%
19. Are special tables or chairs required?	No	92%
20. Is space near lecturer available for a wheelchair?	Yes	77%
21. Is the same room used consistently?	Yes	77%

## C. LABORATORY SETTING

## Room Assigned

22. Is a special room required?	Yes	85%
23. Is an outdoor setting involved?	No	92%
24. Is an off-campus setting involved?	No	92%
25. Are special tables required?	Yes	77%
26. Is standing required at special tables?	No	62%
27. Is stool seating used at special tables?	No	54%
28. Is chair seating used at special tables?	No	92%

## Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	77%
30. Is there a ramp entry?	No	85%
31. Is the special room on the first floor?	No	68%
32. Is an elevator available if room is on upper floor?	Yes	85%
33. Is the same room used consistently?	Yes	85%

## D. LECTURE AND LABORATORY INSTRUCTION METHODS

## Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	62%
36. Records or tapes?	No	85%
37. Pictures, charts, diagrams?	Yes	85%
38. Are materials available to students outside class?	Yes	69%

## Examinations

39. Are exams time-limited?	Yes	92%
40. Is the time-limit extended for any students?	No	77%
41. Are alternative methods of exams provided for any students?	No	85%

## Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	92%
43. Is shared note-taking acceptable?	Yes	85%
44. Is an outline of course material available in advance?	Yes	92%
45. Is a glossary of technical words available before the course starts?	Yes	54%
46. Are key phrases written during class?	Yes	92%
47. Are assignments made orally?	Yes	54%
48. Are assignments made in written form?	Yes	100%

# Architectural Technology

No of/Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	69%
51. Is your office accessible by a wheelchair?	No	54%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	77%
53. Standing for long periods (1 hour +)?	Occasionally	46%
54. Stooping or kneeling?	Never	31%
55. Lifting objects (variable weights)?	Never	62%
56. Carrying objects (variable sizes)?	Never	54%
57. Hand strength for grasping?	Frequently	46%
58. Dexterity, manipulating small objects?	Occasionally	38%
59. Stretching, extending, reaching?	Frequently	31%
60. Motor coordination (eye-hand)?	Occasionally	46%
61. Eye-hand-foot coordination?	Frequently	62%
62. Tactile sensitivity (touch)?	Frequently	54%
63. Response to visual stimuli?	Frequently	77%
64. Response to audio stimuli?	Occasionally	62%
65. Verbal/oral communication?	Frequently	46%
66. Ability to take notes?	Frequently	85%
67. Do work procedures involve an uninterrupted sequence of activity?	Frequently	69%
68. Is sequence of work procedure performed in a limited time frame?	No	69%
69. Is speed an essential factor in the sequence of work?	Yes	62%
70. Do course learning conditions duplicate career work conditions?	No	69%
	Yes	69%

No. of/Ans.	% of Core Courses
-------------	----------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 3 Lectures | 50% |
|                                    | 1 Lecture  | 30% |
| 2. Length of each lecture (hours)? | 1 Hour     | 80% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 1 Lab   | 90% |
| 4. Length of each lab (hours)? | 3 Hours | 60% |

## Textbook and Reading Assignments

- |   |          |     |
|---|----------|-----|
| 5. Average textbook pages per week?                 | 0 Pages  | 30% |
|   | 20 Pages | 50% |
| 6. Average reference and/or handout pages per week? | 0 Pages  | 80% |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 70% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |                     |          |
|---|---------------------|----------|
| 8. How many are required?               | 0 Reports           | 30%      |
|   | 1 Report, 3 Reports | 20%, 20% |
| 9. How many pages is the average paper? | 15 Pages            | 43%      |
|   | 20 Pages            | 29%      |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 70% |
|------------------------------|----|-----|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 60%  |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 80%  |
| 14. Can other activities be substituted?        | No      | 80%  |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 90%  |
| 21. Is the same room used consistently?                                   | Yes | 90%  |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	80%
23. Is an outdoor setting involved?	No	90%
24. Is an off-campus setting involved?	No	90%
25. Are special tables required?	Yes	60%
26. Is standing required at special tables?	No	60%
27. Is stool seating used at special tables?	No	80%
28. Is chair seating used at special tables?	No	90%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	90%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	60%
32. Is an elevator available if room is on upper floor?	Yes	70%
33. Is the same room used consistently?	Yes	90%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	60%
36. Records or tapes?	No	80%
37. Pictures, charts, diagrams?	Yes	80%
38. Are materials available to students outside class?	Yes	60%
Examinations		
39. Are exams time-limited?	Yes	90%
40. Is the time-limit extended for any students?	No	60%
41. Are alternative methods of exams provided for any students?	No	90%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	90%
43. Is shared note-taking acceptable?	Yes	80%
44. Is an outline of course material available in advance?	Yes	90%
45. Is a glossary of technical words available before the course starts?	Yes	70%
46. Are key phrases written during class?	Yes	90%
47. Are assignments made orally?	Yes	60%
48. Are assignments made in written form?	Yes	100%

# Building Construction

No of /Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	80%
51. Is your office accessible by a wheelchair?	No	80%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	60%
53. Standing for long periods (1 hour +)?	Frequently	30%
	Occasionally	40%
54. Stooping or kneeling?	Frequently	30%
	Occasionally, Never	40%, 30%
55. Lifting objects (variable weights)?	Frequently	30%
	Occasionally	50%
56. Carrying objects (variable sizes)?	Frequently	40%
	Occasionally	50%
57. Hand strength for grasping?	Frequently	40%
	Occasionally	50%
58. Dexterity, manipulating small objects?	Frequently	50%
	Occasionally	50%
59. Stretching, extending, reaching?	Frequently	50%
	Occasionally	50%
60. Motor coordination (eye-hand)?	Frequently	70%
61. Eye-hand-foot coordination?	Frequently	40%
	Occasionally	40%
62. Tactile sensitivity (touch)?	Frequently	30%
	Occasionally	40%
63. Response to visual stimuli?	Frequently	80%
64. Response to audio stimuli?	Frequently	80%
65. Verbal/oral communication?	Frequently	70%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	No	60%
68. Is sequence of work procedure performed in a limited time frame?	Yes	80%
69. Is speed an essential factor in the sequence of work?	No	60%
70. Do course learning conditions duplicate career work conditions?	Yes	60%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 2 Lectures | 60% |
| 2. Length of each lecture (hours)? | 1 Hour     | 90% |

## Laboratories

- |                                |                             |                 |
|--------------------------------|-----------------------------|-----------------|
| 3. Number per week?            | 1 Lab                       | 60%             |
| 4. Length of each lab (hours)? | 2 Hours<br>3 Hours, 4 Hours | 50%<br>20%, 20% |

## Textbook and Reading Assignments

- |   |                      |            |
|---|----------------------|------------|
| 5. Average textbook pages per week?                 | 20 Pages<br>10 Pages | 50%<br>40% |
| 6. Average reference and/or handout pages per week? | 0 Pages<br>10 Pages  | 50%<br>50% |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 60% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |                        |            |
|---|------------------------|------------|
| 8. How many are required?               | 5 Reports<br>3 Reports | 40%<br>30% |
| 9. How many pages is the average paper? | 5 Pages                | 56%        |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 70% |
|------------------------------|----|-----|

## Field Trips

- |   |                            |                 |
|---|----------------------------|-----------------|
| 11. Number required?                            | 1 Trip<br>3 Trips, 0 Trips | 20%<br>20%, 50% |
| 12. Is transportation provided?                 | No                         | 70%             |
| 13. Are trips crucial to success in the course? | No                         | 100%            |
| 14. Can other activities be substituted?        | No                         | 70%             |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |     |
|---|-----|-----|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 90% |
| 19. Are special tables or chairs required?                                | No  | 90% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 80% |
| 21. Is the same room used consistently?                                   | Yes | 70% |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	80%
23. Is an outdoor setting involved?	No	80%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	Yes	70%
26. Is standing required at special tables?	Yes	50%
	No	50%
27. Is stool seating used at special tables?	No	80%
28. Is chair seating used at special tables?	No	90%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	60%
32. Is an elevator available if room is on upper floor?	No	60%
33. Is the same room used consistently?	Yes	80%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	90%
35. Movies or videotapes?	Yes	70%
36. Records or tapes?	No	90%
37. Pictures, charts, diagrams?	Yes	90%
38. Are materials available to students outside class?	No	70%
Examinations		
39. Are exams time-limited?	Yes	90%
40. Is the time-limit extended for any students?	No	50%
	Yes	50%
41. Are alternative methods of exams provided for any students?	No	80%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	60%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	Yes	50%
	No	50%
46. Are key phrases written during class?	Yes	90%
47. Are assignments made orally?	Yes	80%
48. Are assignments made in written form?	Yes	100%



# Civil Technology

No of/Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	70%
51. Is your office accessible by a wheelchair?	No Yes	50% 50%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Occasionally	60%
53. Standing for long periods (1 hour +)?	Frequently	60%
54. Stooping or kneeling?	Frequently Never	44% 40%
55. Lifting objects (variable weights)?	Frequently	50%
56. Carrying objects (variable sizes)?	Frequently Occasionally	50% 30%
57. Hand strength for grasping?	Frequently	70%
58. Dexterity, manipulating small objects?	Frequently	90%
59. Stretching, extending, reaching?	Frequently	70%
60. Motor coordination (eye-hand)?	Frequently	80%
61. Eye-hand-foot coordination?	Frequently	60%
62. Tactile sensitivity (touch)?	Frequently	70%
63. Response to visual stimuli?	Frequently	80%
64. Response to audio stimuli?	Frequently	90%
65. Verbal/oral communication?	Frequently	90%
66. Ability to take notes?	Frequently	90%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	70%
68. Is sequence of work procedure performed in a limited time frame?	Yes	80%
69. Is speed an essential factor in the sequence of work?	No	80%
70. Do course learning conditions duplicate career work conditions?	Yes	80%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 3 Lectures | 50%  |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 50% |
|                                | 1 Lab   | 50% |
| 4. Length of each lab (hours)? | 0 Hours | 50% |
|                                | 3 Hours | 50% |

## Textbook and Reading Assignments

- |   |          |     |
|---|----------|-----|
| 5. Average textbook pages per week?                 | 20 Pages | 70% |
| 6. Average reference and/or handout pages per week? | 0 Pages  | 80% |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 90% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |           |     |
|---|-----------|-----|
| 8. How many are required?               | 5 Reports | 70% |
| 9. How many pages is the average paper? | 5 Pages   | 87% |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 90% |
|------------------------------|----|-----|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 90%  |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	60%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	60%
26. Is standing required at special tables?	No	60%
27. Is stool seating used at special tables?	No	70%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	50%
	Yes	50%
30. Is there a ramp entry?	No	60%
31. Is the special room on the first floor?	No	90%
32. Is an elevator available if room is on upper floor?	No	50%
	Yes	50%
33. Is the same room used consistently?	No	50%
	Yes	50%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	No	80%
35. Movies or videotapes?	No	70%
36. Records or tapes?	No	90%
37. Pictures, charts, diagrams?	Yes	90%
38. Are materials available to students outside class?	No	50%
	Yes	50%
Examinations		
39. Are exams time-limited?	Yes	70%
40. Is the time-limit extended for any students?	Yes	90%
41. Are alternative methods of exams provided for any students?	Yes	60%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	90%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	90%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	No	60%
48. Are assignments made in written form?	Yes	100%

## Engineering Science

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
--	-------------------	------------------------------

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	100%
51. Is your office accessible by a wheelchair?	Yes	80%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Never	60%
53. Standing for long periods (1 hour +)?	Never	70%
54. Stooping or kneeling?	Never	70%
55. Lifting objects (variable weights)?	Occasionally	50%
	Never	50%
56. Carrying objects (variable sizes)?	Never	50%
	Occasionally	50%
57. Hand strength for grasping?	Never	70%
58. Dexterity, manipulating small objects?	Frequently	50%
	Never	30%
59. Stretching, extending, reaching?	Never	60%
60. Motor coordination (eye-hand)?	Never	30%
	Frequently	50%
61. Eye-hand-foot coordination?	Never	70%
62. Tactile sensitivity (touch)?	Occasionally	40%
	Never	50%
63. Response to visual stimuli?	Frequently	60%
64. Response to audio stimuli?	Occasionally	30%
	Frequently	50%
65. Verbal/oral communication?	Frequently	80%
66. Ability to take notes?	Frequently	70%
67. Do work procedures involve an uninterrupted sequence of activity?	No	90%
68. Is sequence of work procedure performed in a limited time frame?	Yes	60%
69. Is speed an essential factor in the sequence of work?	No	90%
70. Do course learning conditions duplicate career work conditions?	Yes	60%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

**A. COURSE REQUIREMENTS****Lectures**

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 3 Lectures | 100% |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

**Laboratories**

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 0 Labs  | 100% |
| 4. Length of each lab (hours)? | 0 Hours | 100% |

**Textbook and Reading Assignments**

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 20 Pages | 67%  |
| 6. Average reference and/or handout pages per week? | 0 Pages  | 100% |

**Library Work**

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 83% |
|-------------------------------|----|-----|

**Papers or Reports**

- |   |                      |            |
|---|----------------------|------------|
| 8. How many are required?               | 0 Reports            | 67%        |
| 9. How many pages is the average paper? | 10 Pages<br>25 Pages | 50%<br>50% |

**Guest Lectures**

- |                              |    |      |
|------------------------------|----|------|
| 10. Are guest lectures used? | No | 100% |
|------------------------------|----|------|

**Field Trips**

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

**Internships or Apprenticeships**

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

**B. LECTURE SETTING****Room Assigned**

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | Yes | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	No	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	100%
26. Is standing required at special tables?	No	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	No	100%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	No	83%
36. Records or tapes?	No	83%
37. Pictures, charts, diagrams?	No	83%
38. Are materials available to students outside class?	Yes	100%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No Yes	50% 50%
41. Are alternative methods of exams provided for any students?	No Yes	50% 50%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	No Yes	50% 50%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No Yes	50% 50%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	No Yes	50% 50%

# Accounting

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
--	-------------------	------------------------------

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	50%
	No	50%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	50%
	Occasionally	34%
	Never	100%
53. Standing for long periods (1 hour +)?		
54. Stooping or kneeling?	Never	100%
55. Lifting objects (variable weights)?	Never	100%
56. Carrying objects (variable sizes)?	Never	100%
57. Hand strength for grasping?	Never	100%
58. Dexterity, manipulating small objects?	Occasionally	50%
	Frequently	50%
	Never	100%
59. Stretching, extending, reaching?		
60. Motor coordination (eye-hand)?	Frequently	50%
	Never	50%
61. Eye-hand-foot coordination?	Never	100%
62. Tactile sensitivity (touch)?	Frequently	50%
	Never	50%
63. Response to visual stimuli?	Frequently	50%
	Never	50%
64. Response to audio stimuli?	Frequently	50%
	Never	50%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	50%
	Never	50%
67. Do work procedures involve an uninterrupted sequence of activity?	No	50%
	Yes	50%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	No	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

**A. COURSE REQUIREMENTS****Lectures**

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 3 Lectures | 80%  |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

**Laboratories**

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 80% |
| 4. Length of each lab (hours)? | 0 Hours | 80% |

**Textbook and Reading Assignments**

- |   |                  |         |
|---|------------------|---------|
| 5. Average textbook pages per week?                 | 10, 20, 40 Pages | 20% ea. |
|   | 30 Pages         | 40%     |
| 6. Average reference and/or handout pages per week? | 10 Pages         | 60%     |

**Library Work**

- |                               |     |     |
|-------------------------------|-----|-----|
| 7. Is research work required? | Yes | 60% |
|-------------------------------|-----|-----|

**Papers or Reports**

- |   |                 |         |
|---|-----------------|---------|
| 8. How many are required?               | 0 Reports       | 60%     |
| 9. How many pages is the average paper? | 5, 10, 30 Pages | 33% ea. |

**Guest Lectures**

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 80% |
|------------------------------|----|-----|

**Field Trips**

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

**Internships or Apprenticeships**

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 80%  |
| 16. Conducted during the academic year? | No | 80%  |
| 17. Conducted during the summer?        | No | 100% |

**B. LECTURE SETTING****Room Assigned**

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 60%  |
| 21. Is the same room used consistently?                                   | Yes | 60%  |



	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	No	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	100%
26. Is standing required at special tables?	No	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	No	100%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	60%
36. Records or tapes?	No	60%
37. Pictures, charts, diagrams?	Yes	80%
38. Are materials available to students outside class?	No	80%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	60%
41. Are alternative methods of exams provided for any students?	No	100%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	80%
43. Is shared note-taking acceptable?	Yes	80%
44. Is an outline of course material available in advance?	Yes	80%
45. Is a glossary of technical words available before the course starts?	No	60%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	80%
48. Are assignments made in written form?	Yes	100%

# Business Administration

No of /Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	80%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Never	60%
53. Standing for long periods (1 hour +)?	Never	100%
54. Stooping or kneeling?	Never	100%
55. Lifting objects (variable weights)?	Never	100%
56. Carrying objects (variable sizes)?	Never	100%
57. Hand strength for grasping?	Never	100%
58. Dexterity, manipulating small objects?	Never	100%
59. Stretching, extending, reaching?	Never	100%
60. Motor coordination (eye-hand)?	Never	60%
61. Eye-hand-foot coordination?	Never	100%
62. Tactile sensitivity (touch)?	Never	100%
63. Response to visual stimuli?	Frequently	80%
64. Response to audio stimuli?	Frequently	80%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	60%
68. Is sequence of work procedure performed in a limited time frame?	Yes	60%
69. Is speed an essential factor in the sequence of work?	Yes	60%
70. Do course learning conditions duplicate career work conditions?	Yes	60%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 3 Lectures | 86%  |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 86% |
| 4. Length of each lab (hours)? | 0 Hours | 86% |

## Textbook and Reading Assignments

- |   |          |     |
|---|----------|-----|
| 5. Average textbook pages per week?                 | 40 Pages | 29% |
|   | 30 Pages | 43% |
| 6. Average reference and/or handout pages per week? | 10 Pages | 71% |

## Library Work

- |                               |     |     |
|-------------------------------|-----|-----|
| 7. Is research work required? | Yes | 71% |
|-------------------------------|-----|-----|

## Papers or Reports

- |   |                    |          |
|---|--------------------|----------|
| 8. How many are required?               | 0 Reports          | 57%      |
| 9. How many pages is the average paper? | 5 Pages            | 50%      |
|   | 30 Pages, 10 Pages | 25%, 25% |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 71% |
|------------------------------|----|-----|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 86%  |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 57%  |
| 21. Is the same room used consistently?                                   | No  | 57%  |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	No	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	100%
26. Is standing required at special tables?	No	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	No	100%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	57%
36. Records or tapes?	No	57%
37. Pictures, charts, diagrams?	Yes	86%
38. Are materials available to students outside class?	No	86%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	57%
41. Are alternative methods of exams provided for any students?	No	100%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	86%
43. Is shared note-taking acceptable?	Yes	86%
44. Is an outline of course material available in advance?	Yes	86%
45. Is a glossary of technical words available before the course starts?	No	57%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	86%
48. Are assignments made in written form?	Yes	100%

## Marketing

No of /Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	71%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Never	71%
53. Standing for long periods (1 hour +)?	Never	100%
54. Stooping or kneeling?	Never	100%
55. Lifting objects (variable weights)?	Never	100%
56. Carrying objects (variable sizes)?	Never	100%
57. Hand strength for grasping?	Never	100%
58. Dexterity, manipulating small objects?	Never	100%
59. Stretching, extending, reaching?	Never	100%
60. Motor coordination (eye-hand)?	Never	71%
61. Eye-hand-foot coordination?	Never	100%
62. Tactile sensitivity (touch)?	Never	100%
63. Response to visual stimuli?	Frequently	71%
64. Response to audio stimuli?	Frequently	71%
65. Verbal/oral communication?	Frequently	86%
66. Ability to take notes?	Frequently	86%
67. Do work procedures involve an uninterrupted sequence of activity?	No	57%
68. Is sequence of work procedure performed in a limited time frame?	Yes	71%
69. Is speed an essential factor in the sequence of work?	Yes	57%
70. Do course learning conditions duplicate career work conditions?	Yes	57%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

1. Number per week?	5 Lectures	47%
	2 Lectures	27%
2. Length of each lecture (hours)?	1 Hour	100%

## Laboratories

3. Number per week?	0 Labs	53%
4. Length of each lab (hours)?	0 Hours	53%

## Textbook and Reading Assignments

5. Average textbook pages per week?	10 Pages	47%
	20 Pages	47%
6. Average reference and/or handout pages per week?	0 Pages	87%

## Library Work

7. Is research work required?	No	100%
-------------------------------	----	------

## Papers or Reports

8. How many are required?	0 Reports	87%
9. How many pages is the average paper?	5 Pages	100%

## Guest Lectures

10. Are guest lectures used?	No	87%
------------------------------	----	-----

## Field Trips

11. Number required?	0 Trips	100%
12. Is transportation provided?	No	100%
13. Are trips crucial to success in the course?	No	100%
14. Can other activities be substituted?	No	100%

## Internships or Apprenticeships

15. Required outside college setting?	No	100%
16. Conducted during the academic year?	No	87%
17. Conducted during the summer?	No	100%

## B. LECTURE SETTING

## Room Assigned

18. Is a special room required other than a level or sloped lecture room?	Yes	80%
19. Are special tables or chairs required?	Yes	100%
20. Is space near lecturer available for a wheelchair?	No	73%
21. Is the same room used consistently?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	No	100%
27. Is stool seating used at special tables?	No	73%
28. Is chair seating used at special tables?	Yes	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	Yes	73%
31. Is the special room on the first floor?	Yes	100%
32. Is an elevator available if room is on upper floor?	Yes	80%
33. Is the same room used consistently?	Yes	80%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	No	53%
35. Movies or videotapes?	No	60%
36. Records or tapes?	Yes	67%
37. Pictures, charts, diagrams?	No	60%
38. Are materials available to students outside class?	Yes	53%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	60%
41. Are alternative methods of exams provided for any students?	No	100%
Miscellaneous		
42. Are aids/aides for students allowed in class?	No	53%
43. Is shared note-taking acceptable?	No	53%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	80%
46. Are key phrases written during class?	Yes	53%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	No	87%

# Secretarial Science

No of /Ans. . % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	100%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	47%
	Never	40%
53. Standing for long periods (1 hour +)?	Never	100%
54. Stooping or kneeling?	Never	67%
55. Lifting objects (variable weights)?	Never	67%
56. Carrying objects (variable sizes)?	Never	67%
57. Hand strength for grasping?	Frequently	73%
58. Dexterity, manipulating small objects?	Occasionally	93%
59. Stretching, extending, reaching?	Never	53%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Never	40%
	Occasionally	40%
62. Tactile sensitivity (touch)?	Frequently	87%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	87%
65. Verbal/oral communication?	Frequently	53%
66. Ability to take notes?	Frequently	53%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%



	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |                        |                 |
|------------------------------------|------------------------|-----------------|
| 1. Number per week?                | 0 Lectures, 3 Lectures | 15%             |
| 2. Length of each lecture (hours)? | 5 Lectures<br>1 Hour   | 15%, 46%<br>85% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 62% |
| 4. Length of each lab (hours)? | 0 Hours | 62% |

## Textbook and Reading Assignments

- |   |          |     |
|---|----------|-----|
| 5. Average textbook pages per week?                 | 10 Pages | 62% |
| 6. Average reference and/or handout pages per week? | 0 Pages  | 69% |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 92% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 0 Reports | 85%  |
| 9. How many pages is the average paper? | 5 Pages   | 100% |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 85% |
|------------------------------|----|-----|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 92%  |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 92%  |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## 8. LECTURE SETTING

## Room Assigned

- |   |     |     |
|---|-----|-----|
| 18. Is a special room required other than a level or sloped lecture room? | Yes | 62% |
| 19. Are special tables or chairs required?                                | Yes | 85% |
| 20. Is space near lecturer available for a wheelchair?                    | No  | 77% |
| 21. Is the same room used consistently?                                   | Yes | 92% |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	85%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	Yes	85%
26. Is standing required at special tables?	No	85%
27. Is stool seating used at special tables?	No	77%
28. Is chair seating used at special tables?	Yes	85%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	69%
30. Is there a ramp entry?	Yes	62%
31. Is the special room on the first floor?	Yes	69%
32. Is an elevator available if room is on upper floor?	Yes	77%
33. Is the same room used consistently?	Yes	77%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	77%
35. Movies or videotapes?	No	54%
36. Records or tapes?	Yes	62%
37. Pictures, charts, diagrams?	No	54%
38. Are materials available to students outside class?	No	77%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	77%
41. Are alternative methods of exams provided for any students?	No	85%
Miscellaneous		
42. Are aids/aides for students allowed in class?	No	54%
43. Is shared note-taking acceptable?	Yes	77%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	92%
46. Are key phrases written during class?	Yes	54%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	No	62%

# Secretarial Studies

No of /Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	85%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Never	62%
53. Standing for long periods (1 hour +)?	Never	85%
54. Stooping or kneeling?	Never	69%
55. Lifting objects (variable weights)?	Never	69%
56. Carrying objects (variable sizes)?	Never	69%
57. Hand strength for grasping?	Frequently	69%
58. Dexterity, manipulating small objects?	Frequently	77%
59. Stretching, extending, reaching?	Never	69%
60. Motor coordination (eye-hand)?	Frequently	85%
61. Eye-hand-foot coordination?	Never	62%
62. Tactile sensitivity (touch)?	Frequently	82%
63. Response to visual stimuli?	Frequently	92%
64. Response to audio stimuli?	Frequently	85%
65. Verbal/oral communication?	Frequently	54%
66. Ability to take notes?	Frequently	54%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	92%
68. Is sequence of work procedure performed in a limited time frame?	Yes	92%
69. Is speed an essential factor in the sequence of work?	Yes	92%
70. Do course learning conditions duplicate career work conditions?	Yes	92%

No. of/Ans.      % of  
Core Courses

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 3 Lectures | 82% |
| 2. Length of each lecture (hours)? | 1 Hour     | 91% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 64% |
| 4. Length of each lab (hours)? | 0 Hours | 64% |

## Textbook and Reading Assignments

- |   |                    |          |
|---|--------------------|----------|
| 5. Average textbook pages per week?                 | 10 Pages           | 36%      |
|   | 20 Pages, 30 Pages | 36%, 18% |
| 6. Average reference and/or handout pages per week? | 10 Pages           | 64%      |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 55% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |                 |         |
|---|-----------------|---------|
| 8. How many are required?               | 1, 2, 3 Reports | 27% ea. |
| 9. How many pages is the average paper? | 5 Pages         | 33%     |
|   | 15 Pages        | 33%     |

## Guest Lectures

- |                              |     |     |
|------------------------------|-----|-----|
| 10. Are guest lectures used? | Yes | 55% |
|------------------------------|-----|-----|

## Field Trips

- |   |         |     |
|---|---------|-----|
| 11. Number required?                            | 0 Trips | 73% |
| 12. Is transportation provided?                 | No      | 82% |
| 13. Are trips crucial to success in the course? | No      | 91% |
| 14. Can other activities be substituted?        | No      | 73% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 82%  |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 82%  |

## B. LECTURE SETTING

## Room Assigned

- |   |     |     |
|---|-----|-----|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 82% |
| 19. Are special tables or chairs required?                                | No  | 82% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 91% |
| 21. Is the same room used consistently?                                   | Yes | 64% |

### C. LABORATORY SETTING

#### Room Assigned

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
22. Is a special room required?	No	64%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	73%
26. Is standing required at special tables?	No	73%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	64%
30. Is there a ramp entry?	No	91%
31. Is the special room on the first floor?	No	73%
32. Is an elevator available if room is on upper floor?	No	73%
33. Is the same room used consistently?	No	64%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	73%
35. Movies or videotapes?	Yes	64%
36. Records or tapes?	Yes	64%
37. Pictures, charts, diagrams?	Yes	82%
38. Are materials available to students outside class?	No	55%

#### Examinations

39. Are exams time-limited?	Yes	73%
40. Is the time-limit extended for any students?	Yes	55%
41. Are alternative methods of exams provided for any students?	No	55%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	91%
43. Is shared note-taking acceptable?	Yes	82%
44. Is an outline of course material available in advance?	Yes	82%
45. Is a glossary of technical words available before the course starts?	No	55%
46. Are key phrases written during class?	Yes	91%
47. Are assignments made orally?	Yes	82%
48. Are assignments made in written form?	Yes	82%

# Hotel, Motel, & Resort Management

No of/Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	82%
50. Do students receive a copy of your schedule?	No	82%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Never	64%
53. Standing for long periods (1 hour +)?	Never	64%
54. Stooping or kneeling?	Never	64%
55. Lifting objects (variable weights)?	Never	64%
56. Carrying objects (variable sizes)?	Never	64%
57. Hand strength for grasping?	Never	64%
58. Dexterity, manipulating small objects?	Never	55%
59. Stretching, extending, reaching?	Never	64%
60. Motor coordination (eye-hand)?	Never	55%
61. Eye-hand-foot coordination?	Never	64%
62. Tactile sensitivity (touch)?	Never	55%
63. Response to visual stimuli?	Frequently Never	36% 36%
64. Response to audio stimuli?	Occasionally Never	45% 36%
65. Verbal/oral communication?	Frequently	73%
66. Ability to take notes?	Frequently	82%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	64%
68. Is sequence of work procedure performed in a limited time frame?	Yes	82%
69. Is speed an essential factor in the sequence of work?	No	55%
70. Do course learning conditions duplicate career work conditions?	Yes	73%

No. of/Ans.      % of  
Core Courses

A. COURSE REQUIREMENTS

Lectures

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 3 Lectures | 82% |
| 2. Length of each lecture (hours)? | 1 Hour     | 91% |

Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 64% |
| 4. Length of each lab (hours)? | 0 Hours | 64% |

Textbook and Reading Assignments

- |   |                                |                 |
|---|--------------------------------|-----------------|
| 5. Average textbook pages per week?                 | 10 Pages<br>20 Pages, 30 Pages | 27%<br>36%, 27% |
| 6. Average reference and/or handout pages per week? | 10 Pages                       | 55%             |

Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 55% |
|-------------------------------|----|-----|

Papers or Reports

- |   |                       |            |
|---|-----------------------|------------|
| 8. How many are required?               | 1 Report<br>5 Reports | 27%<br>45% |
| 9. How many pages is the average paper? | 5 Pages<br>10 Pages   | 50%<br>20% |

Guest Lectures

- |                              |     |     |
|------------------------------|-----|-----|
| 10. Are guest lectures used? | Yes | 55% |
|------------------------------|-----|-----|

Field Trips

- |   |         |     |
|---|---------|-----|
| 11. Number required?                            | 0 Trips | 64% |
| 12. Is transportation provided?                 | No      | 82% |
| 13. Are trips crucial to success in the course? | No      | 91% |
| 14. Can other activities be substituted?        | No      | 64% |

Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 82%  |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 82%  |

B. LECTURE SETTING

Room Assigned

- |   |     |     |
|---|-----|-----|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 91% |
| 19. Are special tables or chairs required?                                | No  | 82% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 91% |
| 21. Is the same room used consistently?                                   | Yes | 55% |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	No	73%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	73%
26. Is standing required at special tables?	No	73%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	73%
30. Is there a ramp entry?	No	91%
31. Is the special room on the first floor?	No	82%
32. Is an elevator available if room is on upper floor?	No	73%
33. Is the same room used consistently?	No	73%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	82%
35. Movies or videotapes?	Yes	64%
36. Records or tapes?	Yes	64%
37. Pictures, charts, diagrams?	Yes	82%
38. Are materials available to students outside class?	No	55%
Examinations		
39. Are exams time-limited?	Yes	64%
40. Is the time-limit extended for any students?	Yes	73%
41. Are alternative methods of exams provided for any students?	No	55%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	91%
43. Is shared note-taking acceptable?	Yes	82%
44. Is an outline of course material available in advance?	Yes	82%
45. Is a glossary of technical words available before the course starts?	No	73%
46. Are key phrases written during class?	Yes	91%
47. Are assignments made orally?	Yes	73%
48. Are assignments made in written form?	Yes	91%



# Restaurant Management

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
<b>Office Hours</b>		
49. Are your office hours posted?	Yes	82%
50. Do students receive a copy of your schedule?	No	82%
51. Is your office accessible by a wheelchair?	Yes	100%
<b>E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)</b>		
52. Sitting for long periods (1 hour +)?	Never	64%
53. Standing for long periods (1 hour +)?	Never	64%
54. Stooping or kneeling?	Never	64%
55. Lifting objects (variable weights)?	Never	64%
56. Carrying objects (variable sizes)?	Never	64%
57. Hand strength for grasping?	Never	64%
58. Dexterity, manipulating small objects?	Frequently Never	36% 45%
59. Stretching, extending, reaching?	Never	64%
60. Motor coordination (eye-hand)?	Never	55%
61. Eye-hand-foot coordination?	Never	55%
62. Tactile sensitivity (touch)?	Never	64%
63. Response to visual stimuli?	Frequently Occasionally	45% 27%
64. Response to audio stimuli?	Frequently Occasionally	27% 45%
65. Verbal/oral communication?	Frequently	73%
66. Ability to take notes?	Frequently	82%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	73%
68. Is sequence of work procedure performed in a limited time frame?	Yes	91%
69. Is speed an essential factor in the sequence of work?	Yes	55%
70. Do course learning conditions duplicate career work conditions?	Yes	64%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 3 Lectures | 80% |
| 2. Length of each lecture (hours)? | 1 Hour     | 90% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 60% |
| 4. Length of each lab (hours)? | 0 Hours | 60% |

## Textbook and Reading Assignments

- |   |                     |            |
|---|---------------------|------------|
| 5. Average textbook pages per week?                 | 10, 20, 30 Pages    | 30% ea.    |
| 6. Average reference and/or handout pages per week? | 0 Pages<br>10 Pages | 50%<br>50% |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 60% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |                       |            |
|---|-----------------------|------------|
| 8. How many are required?               | 1 Report<br>5 Reports | 30%<br>40% |
| 9. How many pages is the average paper? | 5 Pages               | 56%        |

## Guest Lectures

- |                              |           |            |
|------------------------------|-----------|------------|
| 10. Are guest lectures used? | Yes<br>No | 50%<br>50% |
|------------------------------|-----------|------------|

## Field Trips

- |   |         |     |
|---|---------|-----|
| 11. Number required?                            | 0 Trips | 70% |
| 12. Is transportation provided?                 | No      | 90% |
| 13. Are trips crucial to success in the course? | No      | 90% |
| 14. Can other activities be substituted?        | No      | 70% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 90%  |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 90%  |

## B. LECTURE SETTING

## Room Assigned

- |   |     |     |
|---|-----|-----|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 90% |
| 19. Are special tables or chairs required?                                | No  | 80% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 90% |
| 21. Is the same room used consistently?                                   | Yes | 60% |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	No	70%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	70%
26. Is standing required at special tables?	No	70%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	70%
30. Is there a ramp entry?	No	90%
31. Is the special room on the first floor?	No	80%
32. Is an elevator available if room is on upper floor?	No	70%
33. Is the same room used consistently?	No	70%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	80%
35. Movies or videotapes?	Yes	60%
36. Records or tapes?	Yes	60%
37. Pictures, charts, diagrams?	Yes	80%
38. Are materials available to students outside class?	Yes No	50% 50%
Examinations		
39. Are exams time-limited?	Yes	60%
40. Is the time-limit extended for any students?	Yes	80%
41. Are alternative methods of exams provided for any students?	No	60%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	90%
43. Is shared note-taking acceptable?	Yes	80%
44. Is an outline of course material available in advance?	Yes	80%
45. Is a glossary of technical words available before the course starts?	No	80%
46. Are key phrases written during class?	Yes	90%
47. Are assignments made orally?	Yes	70%
48. Are assignments made in written form?	Yes	90%

# Food Service Management

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
<b>Office Hours</b>		
49. Are your office hours posted?	Yes	80%
50. Do students receive a copy of your schedule?	No	80%
51. Is your office accessible by a wheelchair?	Yes	100%
<b>E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)</b>		
52. Sitting for long periods (1 hour +)?	Never	70%
53. Standing for long periods (1 hour +)?	Never	60%
54. Stooping or kneeling?	Never	60%
55. Lifting objects (variable weights)?	Never	60%
56. Carrying objects (variable sizes)?	Never	60%
57. Hand strength for grasping?	Never	60%
58. Dexterity, manipulating small objects?	Frequently Never	40% 40%
59. Stretching, extending, reaching?	Never	60%
60. Motor coordination (eye-hand)?	Frequently Never	30% 50%
61. Eye-hand-foot coordination?	Frequently Never	30% 50%
62. Tactile sensitivity (touch)?	Never	60%
63. Response to visual stimuli?	Frequently Occasionally	50% 30%
64. Response to audio stimuli?	Frequently Occasionally	30% 50%
65. Verbal/oral communication?	Frequently	70%
66. Ability to take notes?	Frequently	70%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	70%
68. Is sequence of work procedure performed in a limited time frame?	Yes	90%
69. Is speed an essential factor in the sequence of work?	Yes	60%
70. Do course learning conditions duplicate career work conditions?	Yes	60%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 3 Lectures | 86%  |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 57% |
| 4. Length of each lab (hours)? | 0 Hours | 57% |

## Textbook and Reading Assignments

- |   |                               |                 |
|---|-------------------------------|-----------------|
| 5. Average textbook pages per week?                 | 0 Pages<br>10 Pages, 20 Pages | 28%<br>29%, 29% |
| 6. Average reference and/or handout pages per week? | 10 Pages                      | 57%             |

## Library Work

- |                               |     |     |
|-------------------------------|-----|-----|
| 7. Is research work required? | Yes | 57% |
|-------------------------------|-----|-----|

## Papers or Reports

- |   |          |     |
|---|----------|-----|
| 8. How many are required?               | 1 Report | 57% |
| 9. How many pages is the average paper? | 5 Pages  | 71% |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 71% |
|------------------------------|----|-----|

## Field Trips

- |   |                            |                 |
|---|----------------------------|-----------------|
| 11. Number required?                            | 0 Trips<br>1 Trip, 5 Trips | 43%<br>29%, 29% |
| 12. Is transportation provided?                 | No                         | 100%            |
| 13. Are trips crucial to success in the course? | Yes                        | 57%             |
| 14. Can other activities be substituted?        | No                         | 100%            |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 100% |
| 21. Is the same room used consistently?                                   | No  | 57%  |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABDRATORY SETTING</b>		
<b>Room Assigned</b>		
22. Is a special room required?	No	57%
23. Is an outdoor setting involved?	No	71%
24. Is an off-campus setting involved?	No	71%
25. Are special tables required?	No	86%
26. Is standing required at special tables?	No	86%
27. Is stool seating used at special tables?	No	71%
28. Is chair seating used at special tables?	No	71%
<b>Building Assigned for Special Room</b>		
29. Are entrance doors at sidewalk level?	No	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	57%
33. Is the same room used consistently?	No	57%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
<b>Audio-visual Materials Used</b>		
34. Slides or overhead?	Yes	86%
35. Movies or videotapes?	No	86%
36. Records or tapes?	No	100%
37. Pictures, charts, diagrams?	Yes	57%
38. Are materials available to students outside class?	No	100%
<b>Examinations</b>		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	Yes	100%
41. Are alternative methods of exams provided for any students?	Yes	57%
<b>Miscellaneous</b>		
42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	57%
46. Are key phrases written during class?	Yes	57%
47. Are assignments made orally?	No	86%
48. Are assignments made in written form?	Yes	100%

# Parks and Recreation Management

	<u>No of /Ans.</u>	<u>% of Core Courses</u>
<b>Office Hours</b>		
49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	100%
51. Is your office accessible by a wheelchair?	Yes	100%
<b>E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)</b>		
52. Sitting for long periods (1 hour +)?	Frequently	43%
	Occasionally	29%
53. Standing for long periods (1 hour +)?	Never	71%
54. Stooping or kneeling?	Never	71%
55. Lifting objects (variable weights)?	Never	71%
56. Carrying objects (variable sizes)?	Never	71%
57. Hand strength for grasping?	Never	71%
58. Dexterity, manipulating small objects?	Never	57%
59. Stretching, extending, reaching?	Never	71%
60. Motor coordination (eye-hand)?	Never	57%
61. Eye-hand-foot coordination?	Never	57%
62. Tactile sensitivity (touch)?	Never	71%
63. Response to visual stimuli?	Frequently	57%
64. Response to audio stimuli?	Frequently	43%
	Never	43%
65. Verbal/oral communication?	Frequently	29%
	Occasionally	43%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	57%
68. Is sequence of work procedure performed in a limited time frame?	No	71%
69. Is speed an essential factor in the sequence of work?	No	100%
70. Do course learning conditions duplicate career work conditions?	No	86%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 2 Hours    | 100% |

## Laboratories

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 5 Labs  | 100% |
| 4. Length of each lab (hours)? | 4 Hours | 100% |

## Textbook and Reading Assignments

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 30 Pages | 100% |
| 6. Average reference and/or handout pages per week? | 20 Pages | 100% |

## Library Work

- |                               |    |      |
|-------------------------------|----|------|
| 7. Is research work required? | No | 100% |
|-------------------------------|----|------|

## Papers or Reports

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 0 Reports | 100% |
| 9. How many pages is the average paper? | 0 Pages   | 100% |

## Guest Lectures

- |                              |     |      |
|------------------------------|-----|------|
| 10. Are guest lectures used? | Yes | 100% |
|------------------------------|-----|------|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |



	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	Yes	100%
31. Is the special room on the first floor?	Yes	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	Yes	100%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	No	100%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	100%
41. Are alternative methods of exams provided for any students?	No	100%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	100%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	No	100%
48. Are assignments made in written form?	Yes	100%

# Automotive Mechanics I

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
Office Hours		
49. Are your office hours posted?	No	100%
50. Do students receive a copy of your schedule?	No	100%
51. Is your office accessible by a wheelchair?	Yes	100%
E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)		
52. Sitting for long periods (1 hour +)?	Occasionally	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Frequently	100%
55. Lifting objects (variable weights)?	Frequently	100%
56. Carrying objects (variable sizes)?	Frequently	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Frequently	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	No	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

**A. COURSE REQUIREMENTS****Lectures**

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 2 Hours    | 100% |

**Laboratories**

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 5 Labs  | 100% |
| 4. Length of each lab (hours)? | 4 Hours | 100% |

**Textbook and Reading Assignments**

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 30 Pages | 100% |
| 6. Average reference and/or handout pages per week? | 20 Pages | 100% |

**Library Work**

- |                               |    |      |
|-------------------------------|----|------|
| 7. Is research work required? | No | 100% |
|-------------------------------|----|------|

**Papers or Reports**

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 0 Reports | 100% |
| 9. How many pages is the average paper? | 0 Pages   | 100% |

**Guest Lectures**

- |                              |     |      |
|------------------------------|-----|------|
| 10. Are guest lectures used? | Yes | 100% |
|------------------------------|-----|------|

**Field Trips**

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

**Internships or Apprenticeships**

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

**B. LECTURE SETTING****Room Assigned**

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |

### C. LABORATORY SETTING

#### Room Assigned

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	Yes	100%
31. Is the special room on the first floor?	Yes	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	Yes	100%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	No	100%

#### Examinations

39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	100%
41. Are alternative methods of exams provided for any students?	No	100%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	100%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	No	100%
48. Are assignments made in written form?	Yes	100%

## Automotive Mechanics II

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
--	-------------------	------------------------------

## Office Hours

49. Are your office hours posted?	No	100%
50. Do students receive a copy of your schedule?	No	100%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Occasionally	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Frequently	100%
55. Lifting objects (variable weights)?	Occasionally	100%
56. Carrying objects (variable sizes)?	Frequently	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Frequently	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	No	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 2 Hours    | 100% |

## Laboratories

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 5 Labs  | 100% |
| 4. Length of each lab (hours)? | 4 Hours | 100% |

## Textbook and Reading Assignments

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 30 Pages | 100% |
| 6. Average reference and/or handout pages per week? | 10 Pages | 100% |

## Library Work

- |                               |     |      |
|-------------------------------|-----|------|
| 7. Is research work required? | Yes | 100% |
|-------------------------------|-----|------|

## Papers or Reports

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 2 Reports | 100% |
| 9. How many pages is the average paper? | 10 Pages  | 100% |

## Guest Lectures

- |                              |     |      |
|------------------------------|-----|------|
| 10. Are guest lectures used? | Yes | 100% |
|------------------------------|-----|------|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 2 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | Yes     | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | Yes | 100% |
| 19. Are special tables or chairs required?                                | Yes | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | No  | 100% |
| 21. Is the same room used consistently?                                   | No  | 100% |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	Yes	100%
24. Is an off-campus setting involved?	Yes	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	Yes	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	No	100%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	No	100%
Examinations		
39. Are exams time-limited?	No	100%
40. Is the time-limit extended for any students?	No	100%
41. Are alternative methods of exams provided for any students?	No	100%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	Yes	100%
46. Are key phrases written during class?	No	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	No	100%

# Carpentry I

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
--	-------------------	------------------------------

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	100%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Frequently	100%
55. Lifting objects (variable weights)?	Frequently	100%
56. Carrying objects (variable sizes)?	Frequently	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Frequently	100%
62. Tactile sensitivity (touch)?	Occasionally	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Occasionally	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Occasionally	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%



	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 2 Hours    | 100% |

## Laboratories

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 5 Lahs  | 100% |
| 4. Length of each lab (hours)? | 4 Hours | 100% |

## Textbook and Reading Assignments

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 30 Pages | 100% |
| 6. Average reference and/or handout pages per week? | 10 Pages | 100% |

## Library Work

- |                               |     |      |
|-------------------------------|-----|------|
| 7. Is research work required? | Yes | 100% |
|-------------------------------|-----|------|

## Papers or Reports

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 2 Reports | 100% |
| 9. How many pages is the average paper? | 10 Pages  | 100% |

## Guest Lectures

- |                              |     |      |
|------------------------------|-----|------|
| 10. Are guest lectures used? | Yes | 100% |
|------------------------------|-----|------|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 2 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | Yes     | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | Yes | 100% |
| 19. Are special tables or chairs required?                                | Yes | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | No  | 100% |
| 21. Is the same room used consistently?                                   | No  | 100% |

**C. LABORATORY SETTING****Room Assigned**

22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	Yes	100%
24. Is an off-campus setting involved?	Yes	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	Yes	100%
28. Is chair seating used at special tables?	No	100%

**Building Assigned for Special Room**

29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	No	100%

**D. LECTURE AND LABORATORY INSTRUCTION METHODS****Audio-visual Materials Used**

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	No	100%

**Examinations**

39. Are exams time-limited?	No	100%
40. Is the time-limit extended for any students?	No	100%
41. Are alternative methods of exams provided for any students?	No	100%

**Miscellaneous**

42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	Yes	100%
46. Are key phrases written during class?	No	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	No	100%

# Carpentry II

	<u>No of /Ans.</u>	<u>% of Core Courses</u>
Office Hours		
49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	100%
51. Is your office accessible by a wheelchair?	Yes	100%
E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)		
52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Frequently	100%
55. Lifting objects (variable weights)?	Frequently	100%
56. Carrying objects (variable sizes)?	Frequently	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Frequently	100%
62. Tactile sensitivity (touch)?	Occasionally	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Occasionally	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Occasionally	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 2 Hours    | 100% |

## Laboratories

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 5 Labs  | 100% |
| 4. Length of each lab (hours)? | 4 Hours | 100% |

## Textbook and Reading Assignments

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 50+Pages | 100% |
| 6. Average reference and/or handout pages per week? | 20 Pages | 100% |

## Library Work

- |                               |     |      |
|-------------------------------|-----|------|
| 7. Is research work required? | Yes | 100% |
|-------------------------------|-----|------|

## Papers or Reports

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 2 Reports | 100% |
| 9. How many pages is the average paper? | 10 Pages  | 100% |

## Guest Lectures

- |                              |     |      |
|------------------------------|-----|------|
| 10. Are guest lectures used? | Yes | 100% |
|------------------------------|-----|------|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 2 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | Yes     | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	Yes	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	Yes	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	Yes	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	Yes	100%
33. Is the same room used consistently?	Yes	100%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	No	100%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	Yes	100%
41. Are alternative methods of exams provided for any students?	No	100%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	No	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	Yes	100%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	Yes	100%

# Drafting I

	<u>No of /Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	100%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Occasionally	100%
54. Stooping or kneeling?	Never	100%
55. Lifting objects (variable weights)?	Occasionally	100%
56. Carrying objects (variable sizes)?	Never	100%
57. Hand strength for grasping?	Occasionally	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Never	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>A. COURSE REQUIREMENTS</b>		
Lectures		
1. Number per week?	5 Lectures	100%
2. Length of each lecture (hours)?	2 Hours	100%
Laboratories		
3. Number per week?	5 Labs	100%
4. Length of each lab (hours)?	4 Hours	100%
Textbook and Reading Assignments		
5. Average textbook pages per week?	50+ Pages	100%
6. Average reference and/or handout pages per week?	20 Pages	100%
Library Work		
7. Is research work required?	Yes	100%
Papers or Reports		
8. How many are required?	2 Reports	100%
9. How many pages is the average paper?	10 Pages	100%
Guest Lectures		
10. Are guest lectures used?	Yes	100%
Field Trips		
11. Number required?	2 Trips	100%
12. Is transportation provided?	No	100%
13. Are trips crucial to success in the course?	Yes	100%
14. Can other activities be substituted?	No	100%
Internships or Apprenticeships		
15. Required outside college setting?	No	100%
16. Conducted during the academic year?	No	100%
17. Conducted during the summer?	No	100%
<b>B. LECTURE SETTING</b>		
Room Assigned		
18. Is a special room required other than a level or sloped lecture room?	No	100%
19. Are special tables or chairs required?	No	100%
20. Is space near lecturer available for a wheelchair?	Yes	100%
21. Is the same room used consistently?	Yes	100%

### C. LABORATORY SETTING

#### Room Assigned

22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	Yes	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	Yes	100%
28. Is chair seating used at special tables?	No	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	Yes	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	Yes	100%
33. Is the same room used consistently?	Yes	100%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	No	100%

#### Examinations

39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	Yes	100%
41. Are alternative methods of exams provided for any students?	No	100%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	No	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	Yes	100%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	Yes	100%



	<u>No of /Ans.</u>	<u>% of Core Courses</u>
<b>Office Hours</b>		
49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	100%
51. Is your office accessible by a wheelchair?	Yes	100%
<b>E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)</b>		
52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Occasionally	100%
54. Stooping or kneeling?	Never	100%
55. Lifting objects (variable weights)?	Occasionally	100%
56. Carrying objects (variable sizes)?	Never	100%
57. Hand strength for grasping?	Occasionally	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Never	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
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## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 2 Hours    | 100% |

## Laboratories

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 5 Labs  | 100% |
| 4. Length of each lab (hours)? | 4 Hours | 100% |

## Textbook and Reading Assignments

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 30 Pages | 100% |
| 6. Average reference and/or handout pages per week? | 10 Pages | 100% |

## Library Work

- |                               |    |      |
|-------------------------------|----|------|
| 7. Is research work required? | No | 100% |
|-------------------------------|----|------|

## Papers or Reports

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 4 Reports | 100% |
| 9. How many pages is the average paper? | 15 Pages  | 100% |

## Guest Lectures

- |                              |     |      |
|------------------------------|-----|------|
| 10. Are guest lectures used? | Yes | 100% |
|------------------------------|-----|------|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |     |      |
|---|-----|------|
| 15. Required outside college setting?   | Yes | 100% |
| 16. Conducted during the academic year? | Yes | 100% |
| 17. Conducted during the summer?        | No  | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | No  | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |

### C. LABORATORY SETTING

#### Room Assigned

22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	Yes	100%
24. Is an off-campus setting involved?	Yes	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	Yes	100%
28. Is chair seating used at special tables?	Yes	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	Yes	100%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	No	100%

#### Examinations

39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	Yes	100%
41. Are alternative methods of exams provided for any students?	No	100%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	No	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	100%
46. Are key phrases written during class?	No	100%
47. Are assignments made orally?	No	100%
48. Are assignments made in written form?	Yes	100%

# Electrical Construction and Maintenance

No of /Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	No	100%
50. Do students receive a copy of your schedule?	Yes	100%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Occasionally	100%
55. Lifting objects (variable weights)?	Occasionally	100%
56. Carrying objects (variable sizes)?	Occasionally	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Frequently	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 2 Hours    | 100% |

## Laboratories

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 5 Labs  | 100% |
| 4. Length of each lab (hours)? | 4 Hours | 100% |

## Textbook and Reading Assignments

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 30 Pages | 100% |
| 6. Average reference and/or handout pages per week? | 10 Pages | 100% |

## Library Work

- |                               |    |      |
|-------------------------------|----|------|
| 7. Is research work required? | No | 100% |
|-------------------------------|----|------|

## Papers or Reports

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 4 Reports | 100% |
| 9. How many pages is the average paper? | 15 Pages  | 100% |

## Guest Lectures

- |                              |     |      |
|------------------------------|-----|------|
| 10. Are guest lectures used? | Yes | 100% |
|------------------------------|-----|------|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |     |      |
|---|-----|------|
| 15. Required outside college setting?   | Yes | 100% |
| 16. Conducted during the academic year? | Yes | 100% |
| 17. Conducted during the summer?        | No  | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | No  | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |

### C. LABORATORY SETTING

#### Room Assigned

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	Yes	100%
24. Is an off-campus setting involved?	Yes	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	Yes	100%
28. Is chair seating used at special tables?	Yes	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	Yes	100%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	No	100%

#### Examinations

39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	Yes	100%
41. Are alternative methods of exams provided for any students?	No	100%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	No	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	100%
46. Are key phrases written during class?	No	100%
47. Are assignments made orally?	No	100%
48. Are assignments made in written form?	Yes	100%

# Electrical Instrumentation

No of /Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	No	100%
50. Do students receive a copy of your schedule?	Yes	100%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Occasionally	100%
55. Lifting objects (variable weights)?	Occasionally	100%
56. Carrying objects (variable sizes)?	Occasionally	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Frequently	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

## Laboratories

- |                                |        |      |
|--------------------------------|--------|------|
| 3. Number per week?            | 5 Labs | 100% |
| 4. Length of each lab (hours)? | 1 Hour | 100% |

## Textbook and Reading Assignments

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 60 Pages | 100% |
| 6. Average reference and/or handout pages per week? | 50 Pages | 100% |

## Library Work

- |                               |     |      |
|-------------------------------|-----|------|
| 7. Is research work required? | Yes | 100% |
|-------------------------------|-----|------|

## Papers or Reports

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 5 Reports | 100% |
| 9. How many pages is the average paper? | 5 Pages   | 100% |

## Guest Lectures

- |                              |     |      |
|------------------------------|-----|------|
| 10. Are guest lectures used? | Yes | 100% |
|------------------------------|-----|------|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |



### C. LABORATORY SETTING

#### Room Assigned

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	Yes	100%
25. Are special tables required?	No	100%
26. Is standing required at special tables?	No	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	Yes	100%
33. Is the same room used consistently?	Yes	100%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	Yes	100%

#### Examinations

39. Are exams time-limited?	No	100%
40. Is the time-limit extended for any students?	Yes	100%
41. Are alternative methods of exams provided for any students?	No	100%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	Yes	100%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	Yes	100%

Licensed Practical Nursing

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>Office Hours</b>		
49. Are your office hours posted?	No	100%
50. Do students receive a copy of your schedule?	Yes	100%
51. Is your office accessible by a wheelchair?	Yes	100%
<b>E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)</b>		
52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Occasionally	100%
55. Lifting objects (variable weights)?	Occasionally	100%
56. Carrying objects (variable sizes)?	Occasionally	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Frequently	100%
62. Tactile sensitivity (touch)?	Occasionally	100%
63. Response to visual stimuli?	Occasionally	100%
64. Response to audio stimuli?	Occasionally	100%
65. Verbal/oral communication?	Occasionally	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	No	100%
69. Is speed an essential factor in the sequence of work?	No	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>A. COURSE REQUIREMENTS</b>		
Lectures		
1. Number per week?	5 Lectures	100%
2. Length of each lecture (hours)?	2 Hours	100%
Laboratories		
3. Number per week?	5 Labs	100%
4. Length of each lab (hours)?	4 Hours	100%
Textbook and Reading Assignments		
5. Average textbook pages per week?	40 Pages	100%
6. Average reference and/or handout pages per week?	10 Pages	100%
Library Work		
7. Is research work required?	No	100%
Papers or Reports		
8. How many are required?	1 Report	100%
9. How many pages is the average paper?	10 Pages	100%
Guest Lectures		
10. Are guest lectures used?	No	100%
Field Trips		
11. Number required?	2 Trips	100%
12. Is transportation provided?	Yes	100%
13. Are trips crucial to success in the course?	No	100%
14. Can other activities be substituted?	Yes	100%
Internships or Apprenticeships		
15. Required outside college setting?	No	100%
16. Conducted during the academic year?	No	100%
17. Conducted during the summer?	No	100%
<b>B. LECTURE SETTING</b>		
Room Assigned		
18. Is a special room required other than a level or sloped lecture room?	Yes	100%
19. Are special tables or chairs required?	Yes	100%
20. Is space near lecturer available for a wheelchair?	No	100%
21. Is the same room used consistently?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
<b>Room Assigned</b>		
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	Yes	100%
24. Is an off-campus setting involved?	Yes	100%
25. Are special tables required?	No	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%
<b>Building Assigned for Special Room</b>		
29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	Yes	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	Yes	100%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
<b>Audio-visual Materials Used</b>		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	No	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	Yes	100%
<b>Examinations</b>		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	100%
41. Are alternative methods of exams provided for any students?	No	100%
<b>Miscellaneous</b>		
42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	100%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	No	100%
48. Are assignments made in written form?	Yes	100%

# Masonry

No of /Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	No	100%
50. Do students receive a copy of your schedule?	Yes	100%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Frequently	100%
55. Lifting objects (variable weights)?	Frequently	100%
56. Carrying objects (variable sizes)?	Frequently	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Frequently	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	No	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

No. of/Ans.      % of  
Core Courses

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 2 Hours    | 100% |

## Laboratories

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 5 Labs  | 100% |
| 4. Length of each lab (hours)? | 4 Hours | 100% |

## Textbook and Reading Assignments

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 20 Pages | 100% |
| 6. Average reference and/or handout pages per week? | 30 Pages | 100% |

## Library Work

- |                               |     |      |
|-------------------------------|-----|------|
| 7. Is research work required? | Yes | 100% |
|-------------------------------|-----|------|

## Papers or Reports

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 3 Reports | 100% |
| 9. How many pages is the average paper? | 5 Pages   | 100% |

## Guest Lectures

- |                              |     |      |
|------------------------------|-----|------|
| 10. Are guest lectures used? | Yes | 100% |
|------------------------------|-----|------|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 2 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | Yes | 100% |
| 19. Are special tables or chairs required?                                | Yes | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | No  | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |

# C. LABORATORY SETTING

## Room Assigned

22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	Yes	100%
24. Is an off-campus setting involved?	Yes	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%

## Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	Yes	100%
33. Is the same room used consistently?	Yes	100%

# D. LECTURE AND LABORATORY INSTRUCTION METHODS

## Audio-visual Materials Used

34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	Yes	100%

## Examinations

39. Are exams time-limited?	No	100%
40. Is the time-limit extended for any students?	Yes	100%
41. Are alternative methods of exams provided for any students?	No	100%

## Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	No	100%
45. Is a glossary of technical words available before the course starts?	No	100%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	No	100%
48. Are assignments made in written form?	Yes	100%

# Plumbing, Heating, and Pipefitting

No of /Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	100%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Frequently	100%
55. Lifting objects (variable weights)?	Frequently	100%
56. Carrying objects (variable sizes)?	Frequently	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Frequently	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%



	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

**A. COURSE REQUIREMENTS****Lectures**

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 5 Lectures | 100% |
| 2. Length of each lecture (hours)? | 2 Hours    | 100% |

**Laboratories**

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 5 Labs  | 100% |
| 4. Length of each lab (hours)? | 4 Hours | 100% |

**Textbook and Reading Assignments**

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 50+Pages | 100% |
| 6. Average reference and/or handout pages per week? | 0 Pages  | 100% |

**Library Work**

- |                               |    |      |
|-------------------------------|----|------|
| 7. Is research work required? | No | 100% |
|-------------------------------|----|------|

**Papers or Reports**

- |   |           |      |
|---|-----------|------|
| 8. How many are required?               | 0 Reports | 100% |
| 9. How many pages is the average paper? | 0 Pages   | 100% |

**Guest Lectures**

- |                              |    |      |
|------------------------------|----|------|
| 10. Are guest lectures used? | No | 100% |
|------------------------------|----|------|

**Field Trips**

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

**Internships or Apprenticeships**

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

**B. LECTURE SETTING****Room Assigned**

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | Yes | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | No  | 100% |
| 21. Is the same room used consistently?                                   | Yes | 100% |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	Yes	100%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	Yes	100%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	100%
41. Are alternative methods of exams provided for any students?	Yes	100%
Miscellaneous		
42. Are aids/aides for students allowed in class?	No	100%
43. Is shared note-taking acceptable?	No	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	100%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	No	100%

# Refrigeration and Air Conditioning

No of/Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	100%
51. Is your office accessible by a wheelchair?	No	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Occasionally	100%
55. Lifting objects (variable weights)?	Frequently	100%
56. Carrying objects (variable sizes)?	Frequently	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Never	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	No	100%
69. Is speed an essential factor in the sequence of work?	No	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>A. COURSE REQUIREMENTS</b>		
Lectures		
1. Number per week?	5 Lectures	100%
2. Length of each lecture (hours)?	1 Hour	100%
Laboratories		
3. Number per week?	5 Labs	100%
4. Length of each lab (hours)?	4 Hours	100%
Textbook and Reading Assignments		
5. Average textbook pages per week?	50+Pages	100%
6. Average reference and/or handout pages per week?	30 Pages	100%
Library Work		
7. Is research work required?	Yes	100%
Papers or Reports		
8. How many are required?	3 Reports	100%
9. How many pages is the average paper?	5 Pages	100%
Guest Lectures		
10. Are guest lectures used?	Yes	100%
Field Trips		
11. Number required?	1 Trip	100%
12. Is transportation provided?	No	100%
13. Are trips crucial to success in the course?	Yes	100%
14. Can other activities be substituted?	No	100%
Internships or Apprenticeships		
15. Required outside college setting?	No	100%
16. Conducted during the academic year?	No	100%
17. Conducted during the summer?	No	100%
<b>B. LECTURE SETTING</b>		
Room Assigned		
18. Is a special room required other than a level or sloped lecture room?	No	100%
19. Are special tables or chairs required?	No	100%
20. Is space near lecturer available for a wheelchair?	Yes	100%
21. Is the same room used consistently?	Yes	100%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	Yes	100%
26. Is standing required at special tables?	Yes	100%
27. Is stool seating used at special tables?	Yes	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	100%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	Yes	100%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	Yes	100%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	100%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	Yes	100%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	No	100%
41. Are alternative methods of exams provided for any students?	No	100%
Miscellaneous		
42. Are aids/aides for students allowed in class?	No	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	Yes	100%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	No	100%
48. Are assignments made in written form?	Yes	100%

## Welding

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
--	-------------------	------------------------------

## Office Hours

49. Are your office hours posted?	No	100%
50. Do students receive a copy of your schedule?	No	100%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	100%
53. Standing for long periods (1 hour +)?	Frequently	100%
54. Stooping or kneeling?	Frequently	100%
55. Lifting objects (variable weights)?	Frequently	100%
56. Carrying objects (variable sizes)?	Frequently	100%
57. Hand strength for grasping?	Frequently	100%
58. Dexterity, manipulating small objects?	Frequently	100%
59. Stretching, extending, reaching?	Frequently	100%
60. Motor coordination (eye-hand)?	Frequently	100%
61. Eye-hand-foot coordination?	Occasionally	100%
62. Tactile sensitivity (touch)?	Frequently	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Frequently	100%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	100%
68. Is sequence of work procedure performed in a limited time frame?	Yes	100%
69. Is speed an essential factor in the sequence of work?	Yes	100%
70. Do course learning conditions duplicate career work conditions?	Yes	100%

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 0 Lectures | 85% |
| 2. Length of each lecture (hours)? | 0 Hours    | 85% |

## Laboratories

- |                                |        |     |
|--------------------------------|--------|-----|
| 3. Number per week?            | 2 Labs | 80% |
| 4. Length of each lab (hours)? | 1 Hour | 90% |

## Textbook and Reading Assignments

- |   |         |     |
|---|---------|-----|
| 5. Average textbook pages per week?                 | 0 Pages | 85% |
| 6. Average reference and/or handout pages per week? | 0 Pages | 80% |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 90% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |         |      |
|---|---------|------|
| 8. How many are required?               | No      | 80%  |
| 9. How many pages is the average paper? | 5 Pages | 100% |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 85% |
|------------------------------|----|-----|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |    |     |
|---|----|-----|
| 18. Is a special room required other than a level or sloped lecture room? | No | 95% |
| 19. Are special tables or chairs required?                                | No | 95% |
| 20. Is space near lecturer available for a wheelchair?                    | No | 85% |
| 21. Is the same room used consistently?                                   | No | 85% |

### C. LABORATORY SETTING

#### Room Assigned

22. Is a special room required?	Yes	85%
23. Is an outdoor setting involved?	No	40%
24. Is an off-campus setting involved?	No	85%
25. Are special tables required?	No	80%
26. Is standing required at special tables?	No	80%
27. Is stool seating used at special tables?	No	85%
28. Is chair seating used at special tables?	No	85%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	60%
30. Is there a ramp entry?	No	85%
31. Is the special room on the first floor?	No	65%
32. Is an elevator available if room is on upper floor?	No	100%
33. Is the same room used consistently?	Yes	75%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	No	70%
35. Movies or videotapes?	Yes	65%
36. Records or tapes?	No	60%
37. Pictures, charts, diagrams?	No	60%
38. Are materials available to students outside class?	No	95%

#### Examinations

39. Are exams time-limited?	Yes	60%
40. Is the time-limit extended for any students?	Yes	65%
41. Are alternative methods of exams provided for any students?	No	100%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	60%
43. Is shared note-taking acceptable?	Yes	95%
44. Is an outline of course material available in advance?	Yes	55%
45. Is a glossary of technical words available before the course starts?	No	100%
46. Are key phrases written during class?	No	80%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	No	80%



# Health and Physical Education

No of/Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	75%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Occasionally	55%
53. Standing for long periods (1 hour +)?	Frequently	50%
	Occasionally	45%
54. Stooping or kneeling?	Frequently	90%
55. Lifting objects (variable weights)?	Frequently	70%
56. Carrying objects (variable sizes)?	Frequently	65%
57. Hand strength for grasping?	Frequently	75%
58. Dexterity, manipulating small objects?	Frequently	75%
59. Stretching, extending, reaching?	Frequently	90%
60. Motor coordination (eye-hand)?	Frequently	80%
61. Eye-hand-foot coordination?	Frequently	90%
62. Tactile sensitivity (touch)?	Frequently	75%
63. Response to visual stimuli?	Frequently	75%
64. Response to audio stimuli?	Frequently	60%
65. Verbal/oral communication?	Frequently	80%
66. Ability to take notes?	Frequently	45%
	Occasionally	45%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	80%
68. Is sequence of work procedure performed in a limited time frame?	Yes	90%
69. Is speed an essential factor in the sequence of work?	Yes	80%
70. Do course learning conditions duplicate career work conditions?	No	100%

No. of/Ans.	% of Core Courses
-------------	----------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 3 Lectures | 89% |
| 2. Length of each lecture (hours)? | 1 Hour     | 96% |

## Laboratories

- |                                |         |      |
|--------------------------------|---------|------|
| 3. Number per week?            | 0 Labs  | 100% |
| 4. Length of each lab (hours)? | 0 Hours | 100% |

## Textbook and Reading Assignments

- |   |                                |                 |
|---|--------------------------------|-----------------|
| 5. Average textbook pages per week?                 | 20 Pages<br>30 Pages, 40 Pages | 41%<br>30%, 30% |
| 6. Average reference and/or handout pages per week? | 0 Pages                        | 70%             |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 52% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |                       |            |
|---|-----------------------|------------|
| 8. How many are required?               | 1 Report<br>0 Reports | 40%<br>37% |
| 9. How many pages is the average paper? | 5 Pages               | 71%        |

## Guest Lectures

- |                              |     |     |
|------------------------------|-----|-----|
| 10. Are guest lectures used? | Yes | 74% |
|------------------------------|-----|-----|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 93%  |
| 12. Is transportation provided?                 | No      | 93%  |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 74%  |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 89%  |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 89%  |
| 21. Is the same room used consistently?                                   | Yes | 89%  |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	No	100%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	100%
26. Is standing required at special tables?	No	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	No	85%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	No	93%
33. Is the same room used consistently?	No	93%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	78%
35. Movies or videotapes?	Yes	100%
36. Records or tapes?	Yes	100%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	Yes	85%
Examinations		
39. Are exams time-limited?	Yes	100%
40. Is the time-limit extended for any students?	Yes	78%
41. Are alternative methods of exams provided for any students?	Yes	81%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	100%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	93%
45. Is a glossary of technical words available before the course starts?	Yes	63%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	93%
48. Are assignments made in written form?	Yes	100%

## Social Sciences

No of Ans.                      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	85%
50. Do students receive a copy of your schedule?	Yes	52%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Never	59%
53. Standing for long periods (1 hour +)?	Never	93%
54. Stooping or kneeling?	Never	100%
55. Lifting objects (variable weights)?	Never	93%
56. Carrying objects (variable sizes)?	Never	93%
57. Hand strength for grasping?	Never	100%
58. Dexterity, manipulating small objects?	Never	85%
59. Stretching, extending, reaching?	Never	93%
60. Motor coordination (eye-hand)?	Never	96%
61. Eye-hand-foot coordination?	Never	96%
62. Tactile sensitivity (touch)?	Never	93%
63. Response to visual stimuli?	Frequently Occasionally	52% 41%
64. Response to audio stimuli?	Frequently	67%
65. Verbal/oral communication?	Frequently	81%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	56%
68. Is sequence of work procedure performed in a limited time frame?	Yes	74%
69. Is speed an essential factor in the sequence of work?	No	59%
70. Do course learning conditions duplicate career work conditions?	No	56%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
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## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 3 Lectures | 83%  |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 1 Lab   | 87% |
| 4. Length of each lab (hours)? | 3 Hours | 62% |

## Textbook and Reading Assignments

- |   |          |     |
|---|----------|-----|
| 5. Average textbook pages per week?                 | 20 Pages | 42% |
|   | 30 Pages | 42% |
| 6. Average reference and/or handout pages per week? | 0 Pages  | 71% |

## Library Work

- |                               |     |     |
|-------------------------------|-----|-----|
| 7. Is research work required? | Yes | 61% |
|-------------------------------|-----|-----|

## Papers or Reports

- |   |           |     |
|---|-----------|-----|
| 8. How many are required?               | 5+Reports | 50% |
|   | 0 Reports | 21% |
| 9. How many pages is the average paper? | 5 Pages   | 84% |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 92% |
|------------------------------|----|-----|

## Field Trips

- |   |         |     |
|---|---------|-----|
| 11. Number required?                            | 0 Trips | 92% |
| 12. Is transportation provided?                 | No      | 96% |
| 13. Are trips crucial to success in the course? | No      | 96% |
| 14. Can other activities be substituted?        | No      | 92% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 83%  |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 92%  |
| 21. Is the same room used consistently?                                   | Yes | 75%  |

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
<b>C. LABORATORY SETTING</b>		
Room Assigned		
22. Is a special room required?	Yes	83%
23. Is an outdoor setting involved?	No	96%
24. Is an off-campus setting involved?	No	96%
25. Are special tables required?	Yes	75%
26. Is standing required at special tables?	Yes	62%
27. Is stool seating used at special tables?	Yes	54%
28. Is chair seating used at special tables?	No	100%
Building Assigned for Special Room		
29. Are entrance doors at sidewalk level?	Yes	71%
30. Is there a ramp entry?	Yes	62%
31. Is the special room on the first floor?	No	100%
32. Is an elevator available if room is on upper floor?	Yes	75%
33. Is the same room used consistently?	Yes	75%
<b>D. LECTURE AND LABORATORY INSTRUCTION METHODS</b>		
Audio-visual Materials Used		
34. Slides or overhead?	Yes	87%
35. Movies or videotapes?	Yes	79%
36. Records or tapes?	No	54%
37. Pictures, charts, diagrams?	Yes	100%
38. Are materials available to students outside class?	Yes	67%
Examinations		
39. Are exams time-limited?	Yes	96%
40. Is the time-limit extended for any students?	Yes	75%
41. Are alternative methods of exams provided for any students?	No	58%
Miscellaneous		
42. Are aids/aides for students allowed in class?	Yes	96%
43. Is shared note-taking acceptable?	Yes	92%
44. Is an outline of course material available in advance?	Yes	96%
45. Is a glossary of technical words available before the course starts?	Yes	58%
46. Are key phrases written during class?	Yes	100%
47. Are assignments made orally?	Yes	100%
48. Are assignments made in written form?	Yes	100%

## Physical Sciences

	<u>No of/Ans.</u>	<u>% of Core Courses</u>
--	-------------------	------------------------------

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	75%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	54%
53. Standing for long periods (1 hour +)?	Frequently	50%
54. Stooping or kneeling?	Never	46%
	Occasionally	62%
55. Lifting objects (variable weights)?	Occasionally	71%
56. Carrying objects (variable sizes)?	Occasionally	54%
57. Hand strength for grasping?	Frequently	46%
	Never	33%
58. Dexterity, manipulating small objects?	Frequently	79%
59. Stretching, extending, reaching?	Frequently	46%
	Occasionally	29%
60. Motor coordination (eye-hand)?	Frequently	71%
61. Eye-hand-foot coordination?	Frequently	33%
	Never	46%
62. Tactile sensitivity (touch)?	Occasionally	54%
63. Response to visual stimuli?	Frequently	83%
64. Response to audio stimuli?	Frequently	62%
65. Verbal/oral communication?	Frequently	96%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	58%
68. Is sequence of work procedure performed in a limited time frame?	Yes	96%
69. Is speed an essential factor in the sequence of work?	No	79%
70. Do course learning conditions duplicate career work conditions?	Yes	58%

	<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--	--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |     |
|------------------------------------|------------|-----|
| 1. Number per week?                | 3 Lectures | 95% |
| 2. Length of each lecture (hours)? | 1 Hour     | 91% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 64% |
| 4. Length of each lab (hours)? | 0 Hours | 64% |

## Textbook and Reading Assignments

- |   |                    |          |
|---|--------------------|----------|
| 5. Average textbook pages per week?                 | 10 Pages           | 32%      |
|   | 20 Pages, 30 Pages | 23%, 36% |
| 6. Average reference and/or handout pages per week? | 10 Pages           | 59%      |

## Library Work

- |                               |     |     |
|-------------------------------|-----|-----|
| 7. Is research work required? | Yes | 64% |
|-------------------------------|-----|-----|

## Papers or Reports

- |   |         |     |
|---|---------|-----|
| 8. How many are required?               | 5+Pages | 64% |
| 9. How many pages is the average paper? | 5 Pages | 89% |

## Guest Lectures

- |                              |    |     |
|------------------------------|----|-----|
| 10. Are guest lectures used? | No | 55% |
|------------------------------|----|-----|

## Field Trips

- |   |         |     |
|---|---------|-----|
| 11. Number required?                            | 0 Trips | 55% |
| 12. Is transportation provided?                 | No      | 55% |
| 13. Are trips crucial to success in the course? | No      | 91% |
| 14. Can other activities be substituted?        | Yes     | 55% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |     |
|---|-----|-----|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 86% |
| 19. Are special tables or chairs required?                                | No  | 95% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 95% |
| 21. Is the same room used consistently?                                   | Yes | 82% |



### C. LABORATORY SETTING

#### Room Assigned

22. Is a special room required?	No	95%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	100%
26. Is standing required at special tables?	No	100%
27. Is stool seating used at special tables?	No	95%
28. Is chair seating used at special tables?	No	100%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	77%
30. Is there a ramp entry?	No	82%
31. Is the special room on the first floor?	No	86%
32. Is an elevator available if room is on upper floor?	No	77%
33. Is the same room used consistently?	No	73%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	59%
35. Movies or videotapes?	Yes	68%
36. Records or tapes?	Yes	77%
37. Pictures, charts, diagrams?	Yes	86%
38. Are materials available to students outside class?	No	59%

#### Examinations

39. Are exams time-limited?	Yes	91%
40. Is the time-limit extended for any students?	Yes	59%
41. Are alternative methods of exams provided for any students?	No	73%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	86%
43. Is shared note-taking acceptable?	Yes	95%
44. Is an outline of course material available in advance?	Yes	95%
45. Is a glossary of technical words available before the course starts?	No	77%
46. Are key phrases written during class?	Yes	91%
47. Are assignments made orally?	Yes	86%
48. Are assignments made in written form?	Yes	55%

# English and Humanities

No of/Ans.      % of  
Core Courses

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	Yes	77%
51. Is your office accessible by a wheelchair?	Yes	100%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Frequently	55%
53. Standing for long periods (1 hour +)?	Never	100%
54. Stooping or kneeling?	Never	100%
55. Lifting objects (variable weights)?	Never	100%
56. Carrying objects (variable sizes)?	Never	100%
57. Hand strength for grasping?	Never	95%
58. Dexterity, manipulating small objects?	Never	95%
59. Stretching, extending, reaching?	Never	100%
60. Motor coordination (eye-hand)?	Never	45%
61. Eye-hand-foot coordination?	Frequently	45%
62. Tactile sensitivity (touch)?	Never	95%
63. Response to visual stimuli?	Never	91%
64. Response to audio stimuli?	Frequently	77%
65. Verbal/oral communication?	Frequently	82%
66. Ability to take notes?	Frequently	100%
67. Do work procedures involve an uninterrupted sequence of activity?	Yes	77%
68. Is sequence of work procedure performed in a limited time frame?	Yes	64%
69. Is speed an essential factor in the sequence of work?	Yes	91%
70. Do course learning conditions duplicate career work conditions?	Yes	59%
	No	68%

<u>No. of/Ans.</u>	<u>% of Core Courses</u>
--------------------	------------------------------

## A. COURSE REQUIREMENTS

## Lectures

- |                                    |            |      |
|------------------------------------|------------|------|
| 1. Number per week?                | 3 Lectures | 58%  |
| 2. Length of each lecture (hours)? | 1 Hour     | 100% |

## Laboratories

- |                                |         |     |
|--------------------------------|---------|-----|
| 3. Number per week?            | 0 Labs  | 92% |
| 4. Length of each lab (hours)? | 0 Hours | 92% |

## Textbook and Reading Assignments

- |   |          |      |
|---|----------|------|
| 5. Average textbook pages per week?                 | 10 Pages | 42%  |
|   | 20 Pages | 58%  |
| 6. Average reference and/or handout pages per week? | 0 Pages  | 100% |

## Library Work

- |                               |    |     |
|-------------------------------|----|-----|
| 7. Is research work required? | No | 83% |
|-------------------------------|----|-----|

## Papers or Reports

- |   |          |     |
|---|----------|-----|
| 8. How many are required?               | 0 Papers | 75% |
| 9. How many pages is the average paper? |          |     |

## Guest Lectures

- |                              |    |      |
|------------------------------|----|------|
| 10. Are guest lectures used? | No | 100% |
|------------------------------|----|------|

## Field Trips

- |   |         |      |
|---|---------|------|
| 11. Number required?                            | 0 Trips | 100% |
| 12. Is transportation provided?                 | No      | 100% |
| 13. Are trips crucial to success in the course? | No      | 100% |
| 14. Can other activities be substituted?        | No      | 100% |

## Internships or Apprenticeships

- |   |    |      |
|---|----|------|
| 15. Required outside college setting?   | No | 100% |
| 16. Conducted during the academic year? | No | 100% |
| 17. Conducted during the summer?        | No | 100% |

## B. LECTURE SETTING

## Room Assigned

- |   |     |      |
|---|-----|------|
| 18. Is a special room required other than a level or sloped lecture room? | No  | 100% |
| 19. Are special tables or chairs required?                                | No  | 100% |
| 20. Is space near lecturer available for a wheelchair?                    | Yes | 100% |
| 21. Is the same room used consistently?                                   | Yes | 83%  |

### C. LABORATORY SETTING

#### Room Assigned

22. Is a special room required?	No	92%
23. Is an outdoor setting involved?	No	100%
24. Is an off-campus setting involved?	No	100%
25. Are special tables required?	No	100%
26. Is standing required at special tables?	No	100%
27. Is stool seating used at special tables?	No	100%
28. Is chair seating used at special tables?	No	92%

#### Building Assigned for Special Room

29. Are entrance doors at sidewalk level?	No	92%
30. Is there a ramp entry?	No	100%
31. Is the special room on the first floor?	No	92%
32. Is an elevator available if room is on upper floor?	No	92%
33. Is the same room used consistently?	No	92%

### D. LECTURE AND LABORATORY INSTRUCTION METHODS

#### Audio-visual Materials Used

34. Slides or overhead?	Yes	58%
35. Movies or videotapes?	No	67%
36. Records or tapes?	No	92%
37. Pictures, charts, diagrams?	Yes	67%
38. Are materials available to students outside class?	No	58%

#### Examinations

39. Are exams time-limited?	Yes	92%
40. Is the time-limit extended for any students?	Yes	83%
41. Are alternative methods of exams provided for any students?	No	58%

#### Miscellaneous

42. Are aids/aides for students allowed in class?	Yes	75%
43. Is shared note-taking acceptable?	Yes	100%
44. Is an outline of course material available in advance?	Yes	100%
45. Is a glossary of technical words available before the course starts?	No	100%
46. Are key phrases written during class?	Yes	92%
47. Are assignments made orally?	Yes	50%
	No	50%
48. Are assignments made in written form?	Yes	92%

## Office Hours

49. Are your office hours posted?	Yes	100%
50. Do students receive a copy of your schedule?	No	100%
51. Is your office accessible by a wheelchair?	Yes	92%

## E. PHYSICAL DEMANDS OF THE COURSE (Both Lecture and/or Lab)

52. Sitting for long periods (1 hour +)?	Never	75%
53. Standing for long periods (1 hour +)?	Never	100%
54. Stooping or kneeling?	Never	100%
55. Lifting objects (variable weights)?	Never	92%
56. Carrying objects (variable sizes)?	Never	83%
57. Hand strength for grasping?	Never	92%
58. Dexterity, manipulating small objects?	Never	92%
59. Stretching, extending, reaching?	Never	100%
60. Motor coordination (eye-hand)?	Never	75%
61. Eye-hand-foot coordination?	Never	83%
62. Tactile sensitivity (touch)?	Never	100%
63. Response to visual stimuli?	Frequently	100%
64. Response to audio stimuli?	Frequently	100%
65. Verbal/oral communication?	Never	75%
66. Ability to take notes?	Frequently	75%
67. Do work procedures involve an uninterrupted sequence of activity?	No	58%
68. Is sequence of work procedure performed in a limited time frame?	Yes	83%
69. Is speed an essential factor in the sequence of work?	No	75%
70. Do course learning conditions duplicate career work conditions?	No	75%